appSolutions

fieldMarshal-L

"the inventory app"

fieldMarshal-L User Guide

FM00008/UG001-4

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1 Introduction

fieldMarshal-L is the first outside property management tool. Combining the world's leading PDA handsets with the flexibility and security of an Oracle database, it allows you to produce reports, with your branding, to your specification on demand. Additionally to the PDA app, fieldMarshal-L Web allows maintenance of the uploaded data, can be used to notify utility companies and local authorities, collate dispute documentation for submission, send SMS inspection reminders and much more.

This guide will introduce the features of fieldMarshal-L and help you find tips along the way.

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2 Getting Started

To begin using fieldMarshal-L you should download the application from the App Store http://store.apple.com/uk/ and install it on your Apple PDA.

2.1 System Requirements

fieldMarshal-L requires the following to operate fully.

A supported PDA

- iOS version 4 and above
- iPod Touch 4th generation
- iPhone 3GS and above
- iPad 2 and above

All the above PDA's are registered trademarks of Apple Inc.

An Internet browser with an internet connection.

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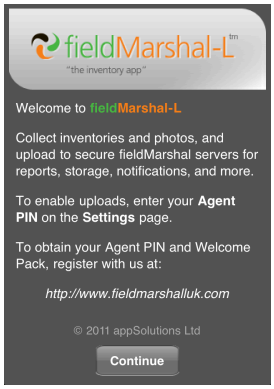
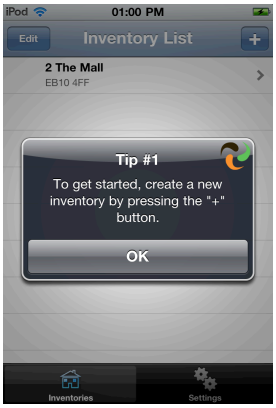
2.2 Starting fieldMarshal-L

Once downloaded, you can easily start fieldMarshal-L by locating the icon on your PDA and pressing it.


fieldMarshal-L
"the inventory app"
Welcome to fieldMarshal-L
Collect inventories and photos, and upload to secure fieldMarshal servers for reports, storage, notifications, and more.
To enable uploads, enter your Agent PIN on the Settings page.
To obtain your Agent PIN and Welcome Pack, register with us at:
http://www.fieldmarshalluk.com
© 2011 appSolutions Ltd
Continue

A splash screen will then appear

Tip: Go to the www.fieldmarshalluk.com website to register to use fieldMarshal-L and receive your PIN.



Now the application is ready to start creating your report.

Tip: Press OK on the tip box and then the + icon at the top right of the screen to get going.

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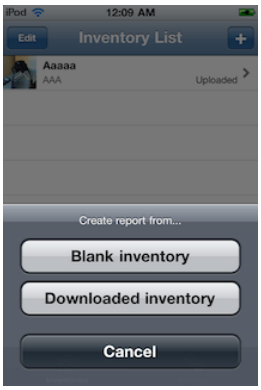
3 The User Interface

3.1 The PDA Application

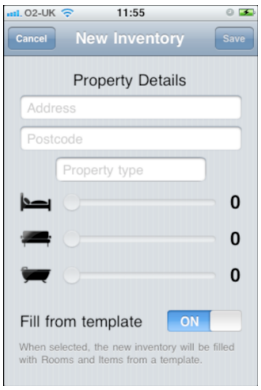
3.1.1 Creating a report

Press the + button to get your report started



Now you chose whether you want to start with a "blank" report or you can download a previously created one.

Note: When choosing a blank report, you'll still be given the option later to fill from your property templates.



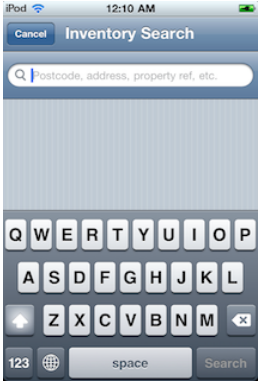
When choosing to create a blank report now is the point you set the address and choose the property template and number of bedrooms, reception rooms and bathrooms to allow you to start the report.

Select whether you want the device to create a template of the property for you to fill in with the Fill from template ON control.

Once this is done press the Save button

Note: The property address will be used to identify the property when future uploads are made. Take extra care to make sure this is correct

Tip: go into the settings form on the application and set the default for the fill from template control.



If, however, you choose to download a report, just type in something into the search field and have the computer return whatever seems relevant.

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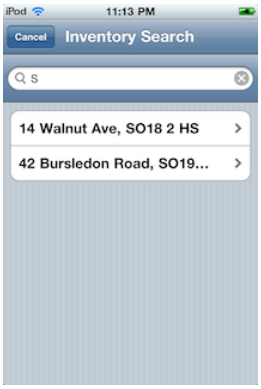

Then choose the property you want to use as a report template by pressing it

Now you'll be able to see all the uploaded reports that have been made against that property. Press the one you want to use and your inventory will be created.

You'll now be presented with the main screen used to make your report. At this point, press the Edit button to make the Inventory form available for editing.

Tip: Each screen can be slid up and down with your finger tip... Make sure you check nothing is hidden off screen!

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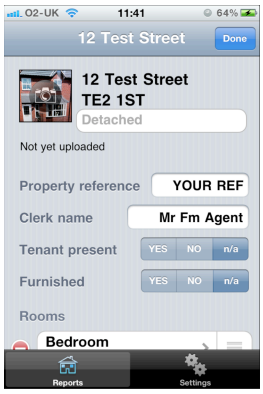
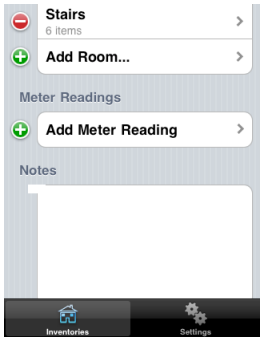


Enter or update the property details here

If you want your property reference to appear on your report, enter it here.

Also enter the Clerk Name, this can be permanently stored on the settings page

Press the Icon to take the picture of the property.



Press the icon to delete a room from the property.

Press the icon to add a room to the property.

Press the notes area to enter the text you'd like to be printed along with the property details, on your report.

Time saving tip: When entering notes see section3.2.17.3 PDA Shorthand in this document, it'll save you so much time on site!

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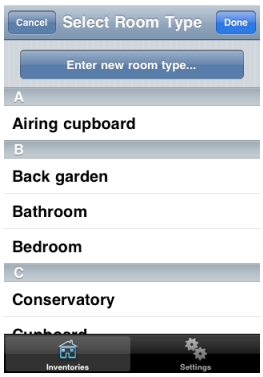

When the icon has been pressed you will be given a list of rooms you can add to the inventory. You can also add a new room at this point.

Once new rooms have been added they will then be available to be chosen from the list

Tip: Spend some time refining this list, the less typing you do on site, and the easier it is to find things, the quicker you're report will take to produce

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3.1.2 Rooms

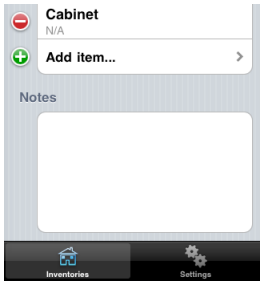
The Room form contains information about a single room and its contents.

Press the Edit button to make the Room information available for editing.

Press the Icon to take the picture of the room.

Time saving tip: When entering notes see section 3.2.17.3PDA Shorthand in this document, it'll save you so much time on site!

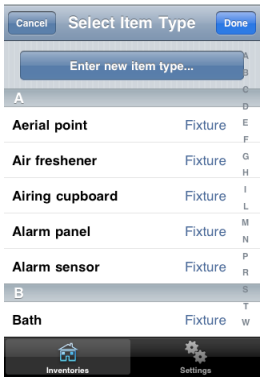
Tip: Ensure there is enough light in the room to grab the best photo you can.



Press the icon to delete an item from the room.

Press the icon to add an item to the room.

Press the notes area to enter the text you'd like to be printed along with the room details, on your report.



When the icon has been pressed you will be given a list of items you can add to the inventory, You can also add a new item at this point.

Tip: Spend some time refining this list, the less typing you do on site, and the easier it is to find things, the quicker you're report will take to produce

Once new items have been added they will then be available to be chosen from the list

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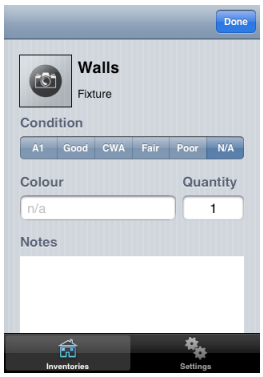
3.1.3 Items

The Item form contains information about an inventory item and its condition.

Press the Edit button to make the Item form available for editing.



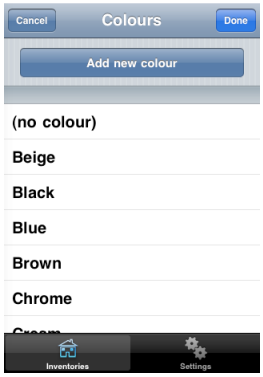
Press the Icon to take the picture of the item.

Use the A1 Good CWA Fair Poor N/A control to describe the state of the item

Press the Quantity field to enter an item count.

Press the notes area to enter the text you'd like to be printed along with the item details, on your report.

Time saving: When entering notes see section 3.2.17.3PDA Shorthand in this document, it'll save you so much time on site!



When colour box has been pressed you will be given a list of standard colours. If the colour you want isn't listed you can add it at this point.

Once new colours have been added they will then be available to be chosen from the list

Tip: Spend some time refining your colour list, the less typing you do on site, and the easier it is to find things, the quicker you're report will take to produce

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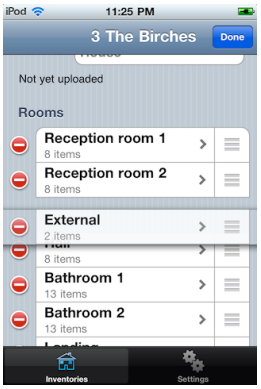
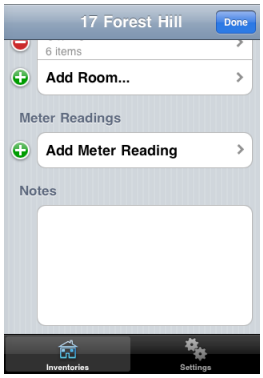
3.1.4 Reordering iPhone lists



When editing the rooms list or the items

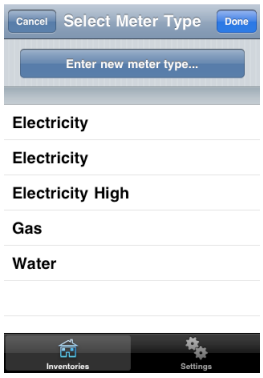
within a room, press and hold the symbol to the right of the item you want to move, then simply drag it into position

3.1.5 Utility Meters



Press the icon on the Inventory form to remove a utility meter from the property.

Press the icon to add a utility meter to the property.



When the icon has been pressed you will be given a list of meters you can add. You can also add a new one at this point.

If new meters are added they will then be available to be chosen from the list from that point forward.

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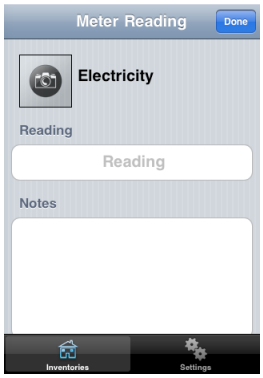

Press the Icon to take the picture of the utility meter.

Enter the meter reading by pressing the reading field and typing the digits. Ignore the white numbers on red.

Tip: Try to make sure the serial number and the reading of the meter are clearly legible on the photograph.

When entering notes try to describe where the meter is situated, see section 3.2.17.3 PDA Shorthand in this document to speed this along.

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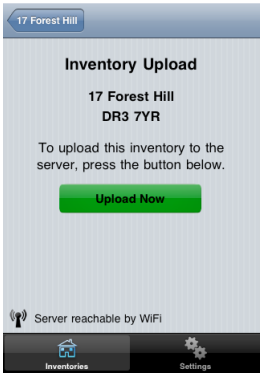
3.1.6 Uploading Your Report

Once your Inventory report is complete, you can upload it to the fieldMarshal-L servers. You need to register with fieldMarshal-L and enter the PIN number you receive in the Settings page (see Section 3.1.7) to enable the Upload function.

Select the report you want to upload then press the Upload button.



Check the Server is reachable, providing it is press the Upload Now button.

Note: Large reports can take some time to upload. It's better to wait for a Wi-Fi connection, than get frustrated when 3g or edge drops out.

Be assured though, even if there is a connection drop out it won't affect fieldMarshal-L. Multiple uploads attempts are perfectly valid. Once a good connection is maintained the inventory can be uploaded

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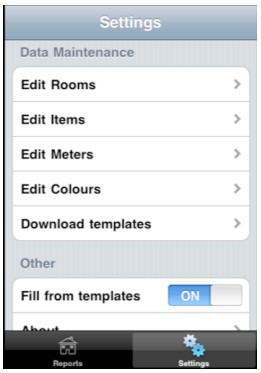
3.1.7 Settings



Go to the www.fieldmarshalluk.com website to register to use fieldMarshal-L and receive your PIN.

Press the Edit Rooms, Items, Meters or Colours to maintain the list of values that is shown when adding new ones.

Press the Download templates to update the application with how you want properties to be created. This list is defined through the web portal.

Switch the Fill from templates on or off to have the app default this button on the "blank" report creation form.

Tip: Spend some time here refining these lists so they're easier to navigate when you're on site.

The about screen. You can check that you have the very latest version of fieldMarshal-L from this screen.

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3.2 The Web Interface

Your one-stop shop for managing all your inventories and supporting functions.

3.2.1 Signing In

Start your web browser, and navigate to www.fieldmarshalluk.com

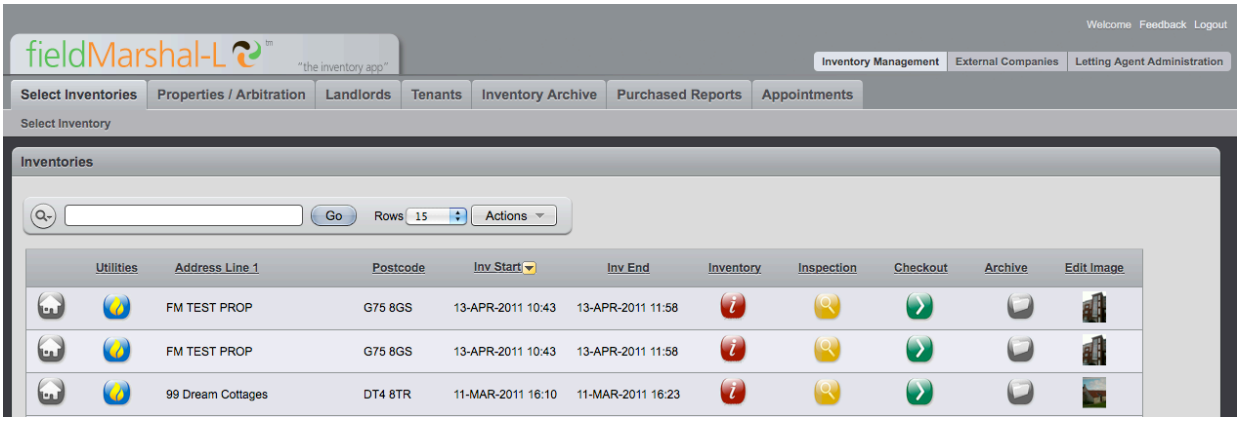
Then type the email address and password you set up when you registered.

You'll then be presented with the main fieldMarshal-L website.

The data in your web area is specific to you or your agency.

Think of this screen as a central portal that can manage all of your properties, reports and settings.

Note: This web site is optimized to run on Mozilla Firefox and Google Chrome and is available anywhere you have a web connection.



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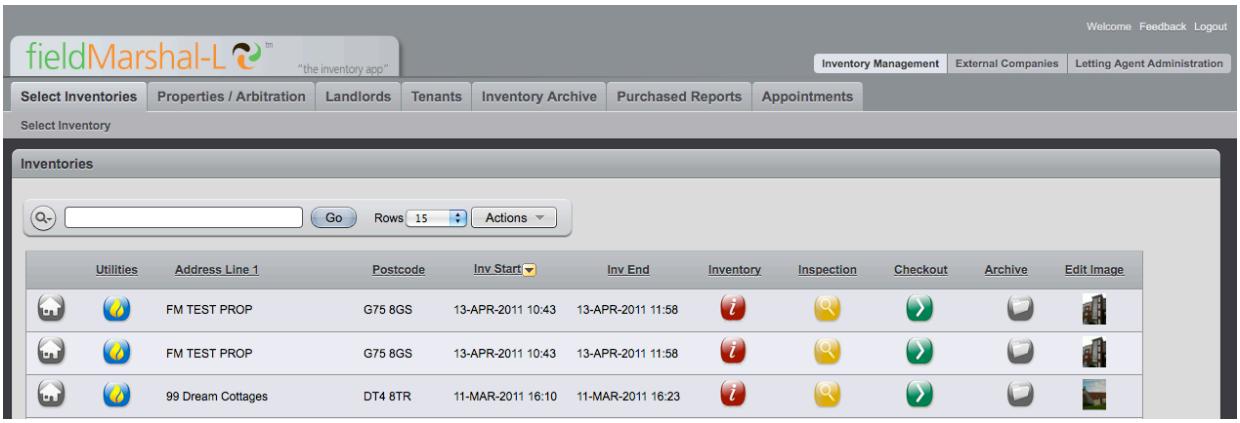
3.2.2 fieldMarshal-L Home Page



3.2.2.1 Icons

EDIT: This icon allows you to edit any of the property details in the report that you've uploaded.

UTILITIES: Use this to for email notification to utilities companies via email. You may send photos notes if required. A copy of the email will be sent to your outlook inbox.

INVENTORY REPORT: This is where you will generate an Inventory from the uploaded data. You will be then able to download and print.

TIP: Go back to edit if you need to change anything

INSPECTION REPORT: This is where you will generate an Inspection from the uploaded data. You will be then able to download and print.

TIP: Use these reports to show the landlord how thorough your inspections are with pictures of every room. The front and rear of the house and notes as necessary.

CHECKOUT REPORT: This is where you will be guided to generate a Check-out report from the uploaded data. You will be then able to download and print.

TIP: Use this to ensure that the property is left in the same condition as when the tenants moved in to eliminate conflicts, and to maintain strong landlord relationships.

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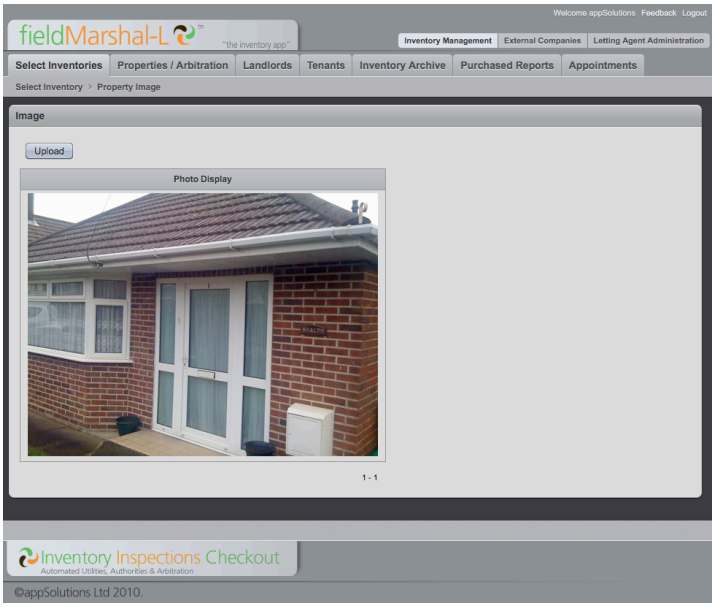
ARCHIVE UPLOAD: This is where an upload can be archived. This is useful to remove them from this list whilst still maintaining their data on the system.

PHOTO EDIT: This is used to edit the main picture and provide a visual image of the property in the upload. You can change this photo here should you require by clicking it.

Note: If you wanted to take your photos with a higher quality camera this is where you'd upload them.

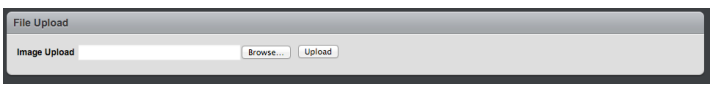
3.2.3 Uploading pictures from your Camera

Sometimes you may require to use your high resolution camera to get that picture you need. Anywhere in the system you see a picture icon or a camera icon, simply click it.



Note: The Apple device's don't have wide angle lenses. No problem, use your digital camera on site to collect these special shots and leave the photo blank in fieldMarshal-L When you're back at the office and you've transferred the picture to your computer... Upload them to be printed with your report.

Hit the Upload button



Click Browse... chose the appropriate picture and hit Upload. The picture will take about 5 minutes to process after the upload has completed.

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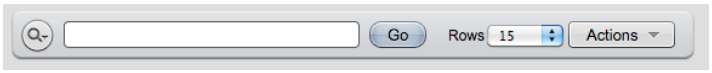
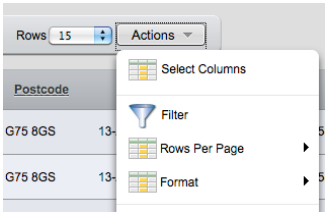
3.2.4 Interactive Screen Control



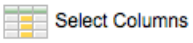


You have the ability to filter results based on text that is typed into the search box. Once the

button is pressed the screen will filter rows and only show those that contain the text you've typed.

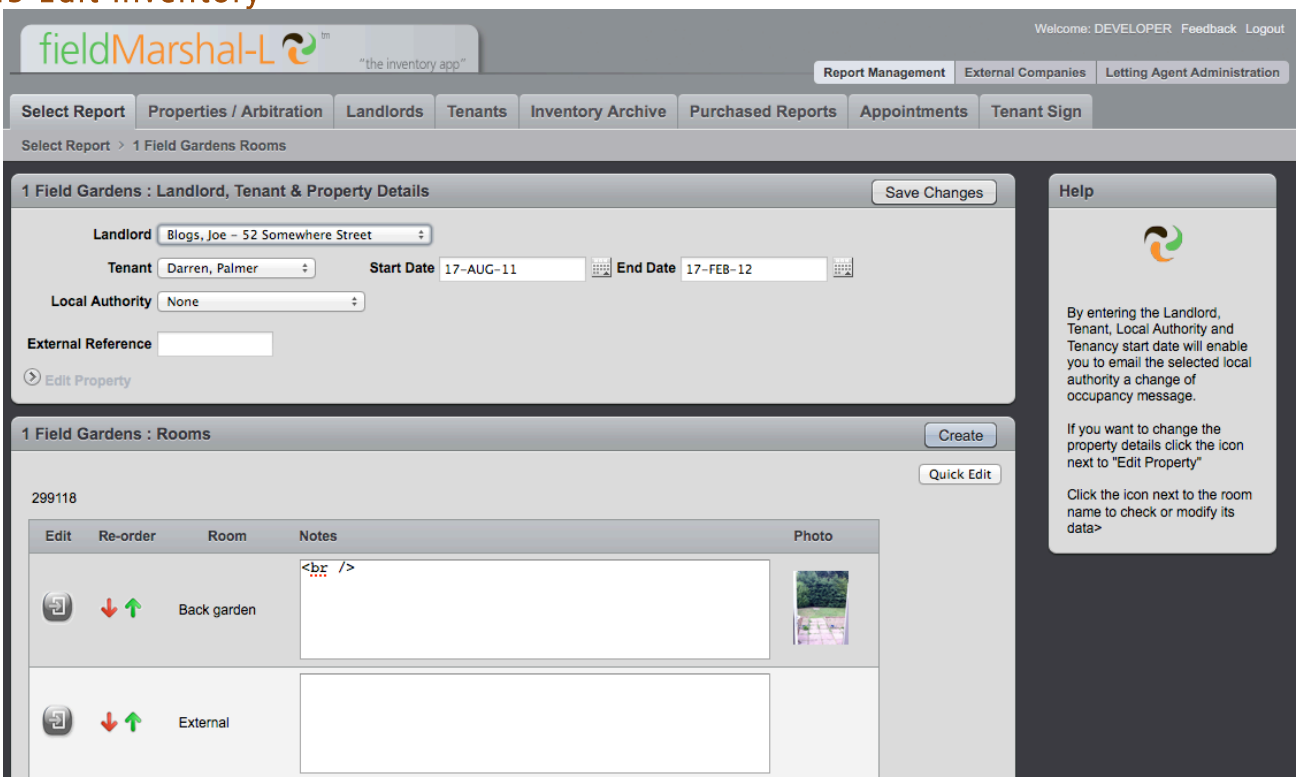
By changing the value in the

control the screen will change to reflect that amount of rows returned.

The 

Menu item allows you to change the look of the screen by removing any unnecessary data

3.2.5 Edit Inventory



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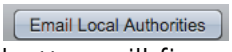
Click the Landlord drop down control and select the landlord from the list. Landlords are created elsewhere in the system.

Click the Tenant drop down control and select the tenant from the list. Tenants are created elsewhere in the system.

Set the tenancy Start and End dates. Select the dates from the handy date picker.

Click the Local Authority drop down control and select the tenant from the list. Local authorities are created elsewhere in the system.

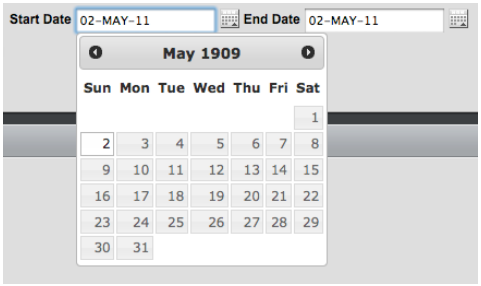
Once these details in means that a valid tenancy has been created.

The 

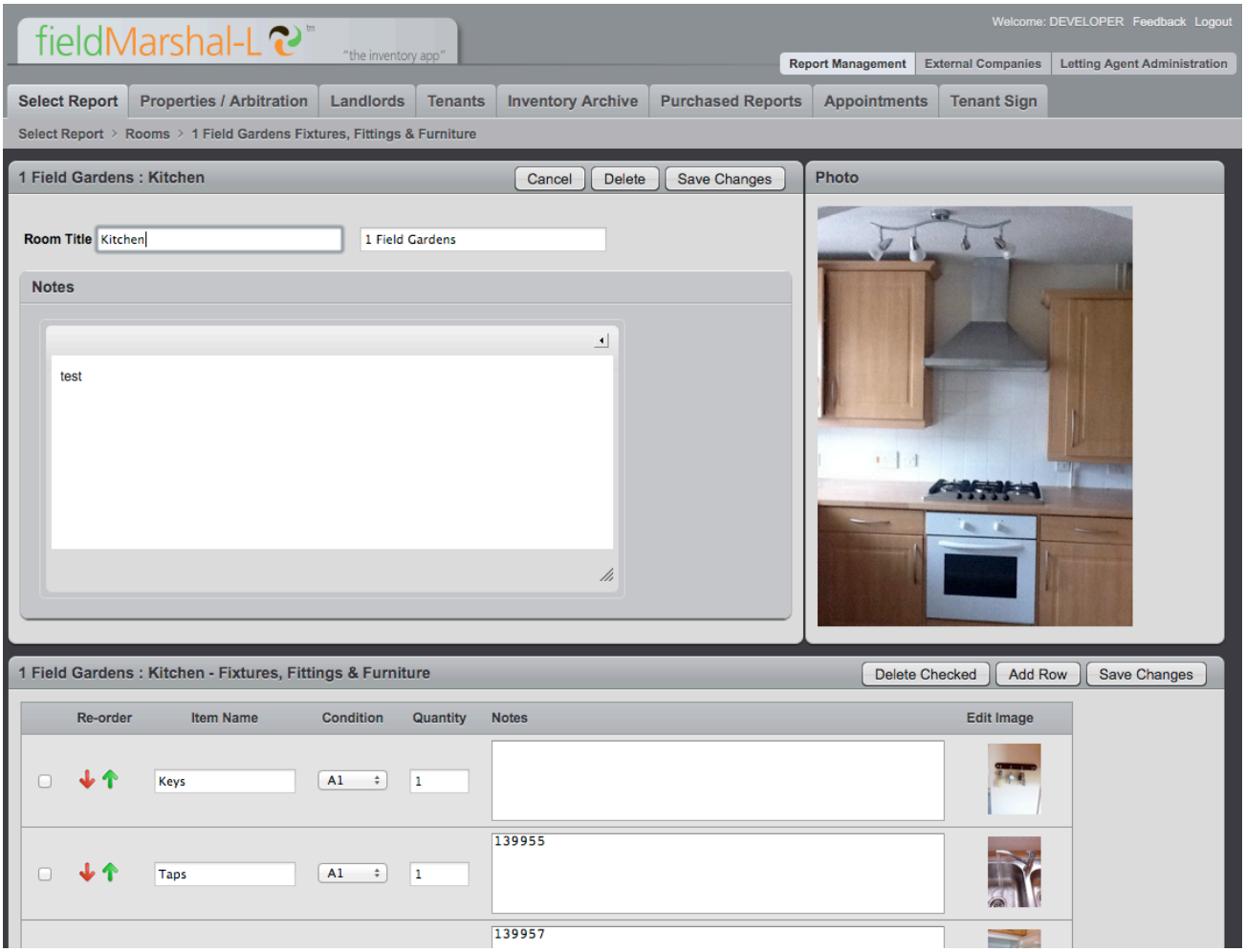
button will appear. Pressing this button will fire an email to the relevant local authority. This alerts the authority to the relevant tenancy enabling Council Tax bills to be prepared and sent out.

Use the icons to move the rooms into your chosen order.

Tip: Contact the appropriate local authority for the property and get an email contact. This way, you can instantly notify them of any changes in tenancy.



PO Box 1709. SO18 9HR . Phone: 023 8044 5404 . Fax: 023 8043 7000 . E-Mail: info@fieldmarshalluk.com . Web: http://www.fieldmarshalluk.co.uk



By clicking the edit icon you will be able to edit any part of the inventory that was taken. In the example above the bathroom is being edited. Notes for the bathroom can be entered; items can be added, removed or changed. High-grade photographs can also be added.

Tip: An inventory consists of multiple rooms. Each room contains fixtures and fittings. All of these details can be reviewed all from the comfort of you favourite web browser.

Use the icons to move the items into your chosen order.

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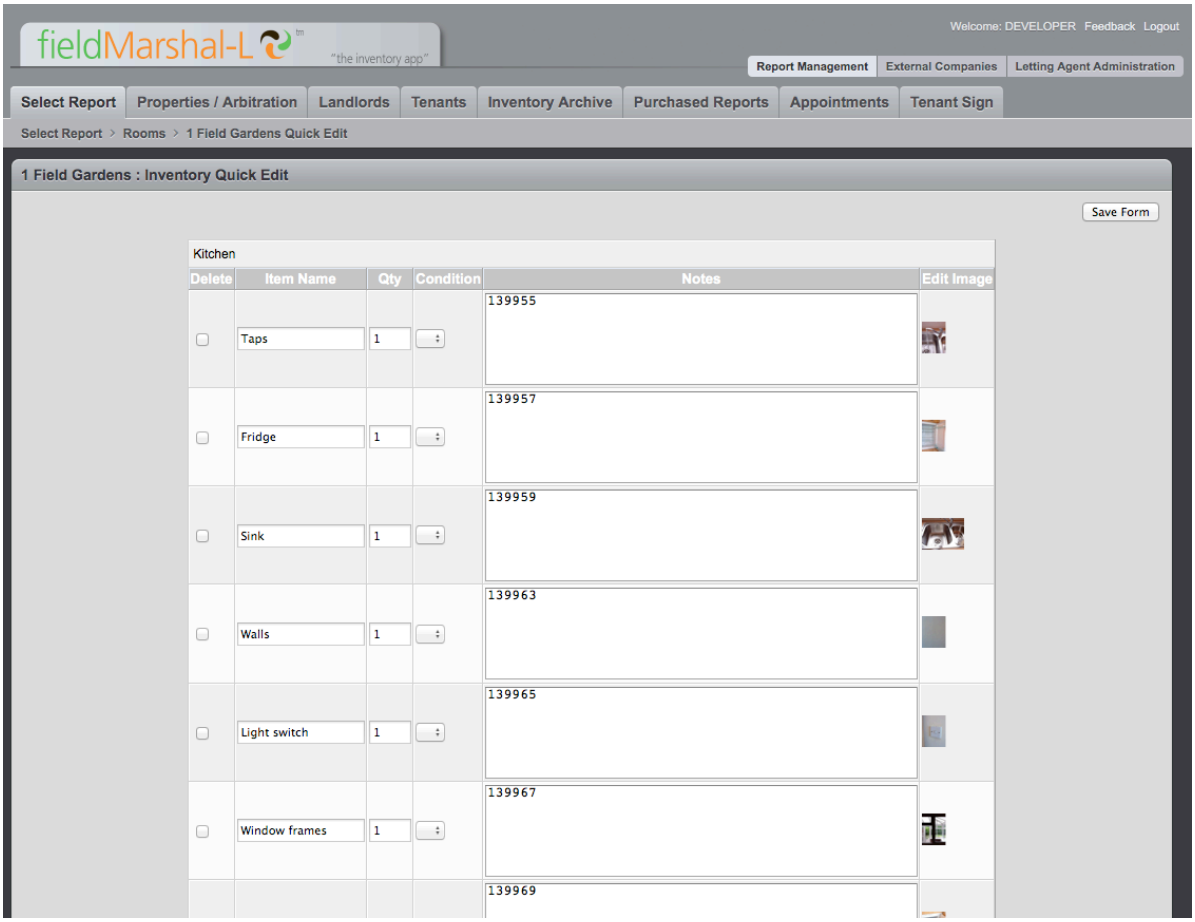
3.2.6 Report Quick Edit

From the room edit, form, you can click the Quick Edit button to access this form. You should be able to see all the report rooms and items listed on one page. Here you should be able to give a quick sanity check to your data and update it accordingly.



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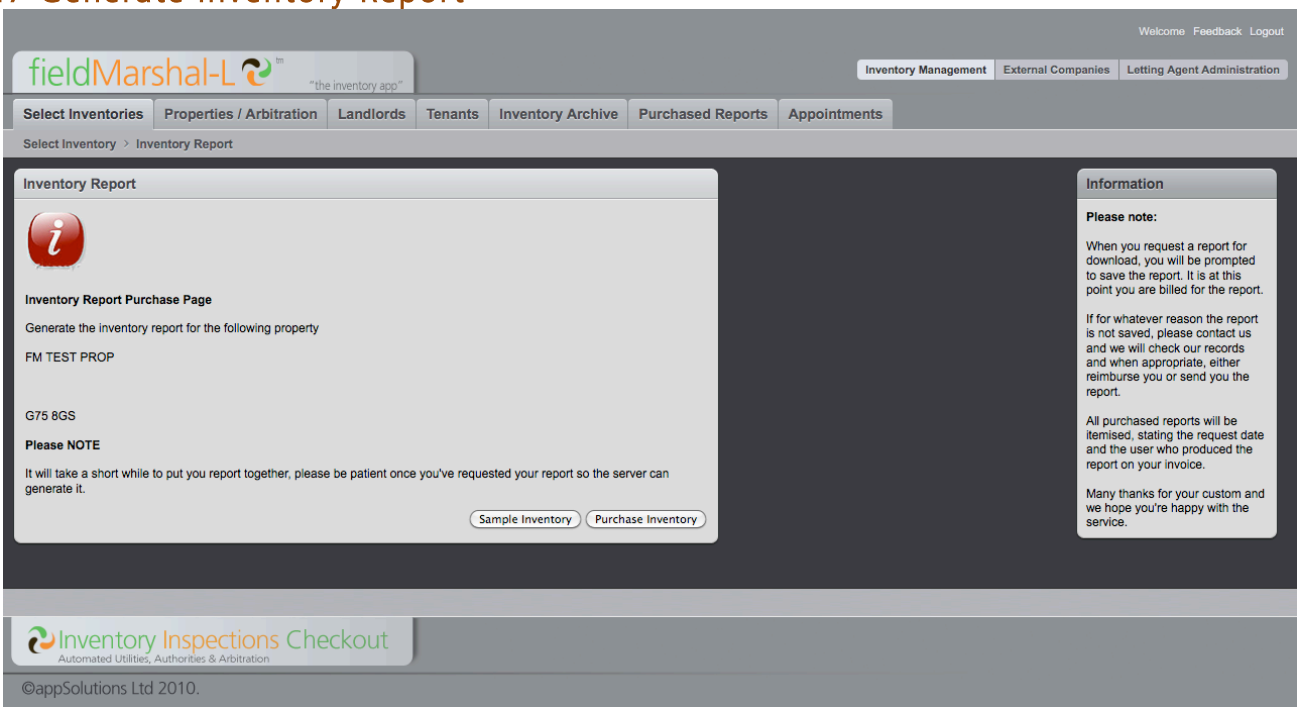
3.2.7 Generate Inventory Report


Welcome Feedback Logout
fieldMarshal-L
"the inventory app"
Inventory Management
External Companies
Letting Agent Administration
Select Inventories
Properties / Arbitration
Landlords
Tenants
Inventory Archive
Purchased Reports
Appointments
Select Inventory > Inventory Report
Inventory Report
Inventory Report Purchase Page
Generate the inventory report for the following property
FM TEST PROP
G75 8GS
Please NOTE
It will take a short while to put you report together, please be patient once you've requested your report so the server can generate it.
Sample Inventory
Purchase Inventory
Information
Please note:
When you request a report for download, you will be prompted to save the report. It is at this point you are billed for the report.
If for whatever reason the report is not saved, please contact us and we will check our records and when appropriate, either reimburse you or send you the report.
All purchased reports will be itemised, stating the request date and the user who produced the report on your invoice.
Many thanks for your custom and we hope you're happy with the service.
Inventory Inspections Checkout
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Once all the back-office changes have been made to the inventory it's time to take a look at the inventory report. Using this screen you can sample the inventory. Once you press the Sample Inventory button fieldMarshal-l will generate a report for your perusal. The generated file will be formatted as an Adobe PDF file. Since this is a sample report it will include relevant warnings to alert the reader that it is a sample.

Tip: Always sample the inventory before you make a purchase. Only purchase the inventory once you are completely happy with all the details and photographs listed.

Note: All fieldMarshal-L reports can be designed for you to you're specification, just email the support team for help:

support@fieldmarshalluk.com

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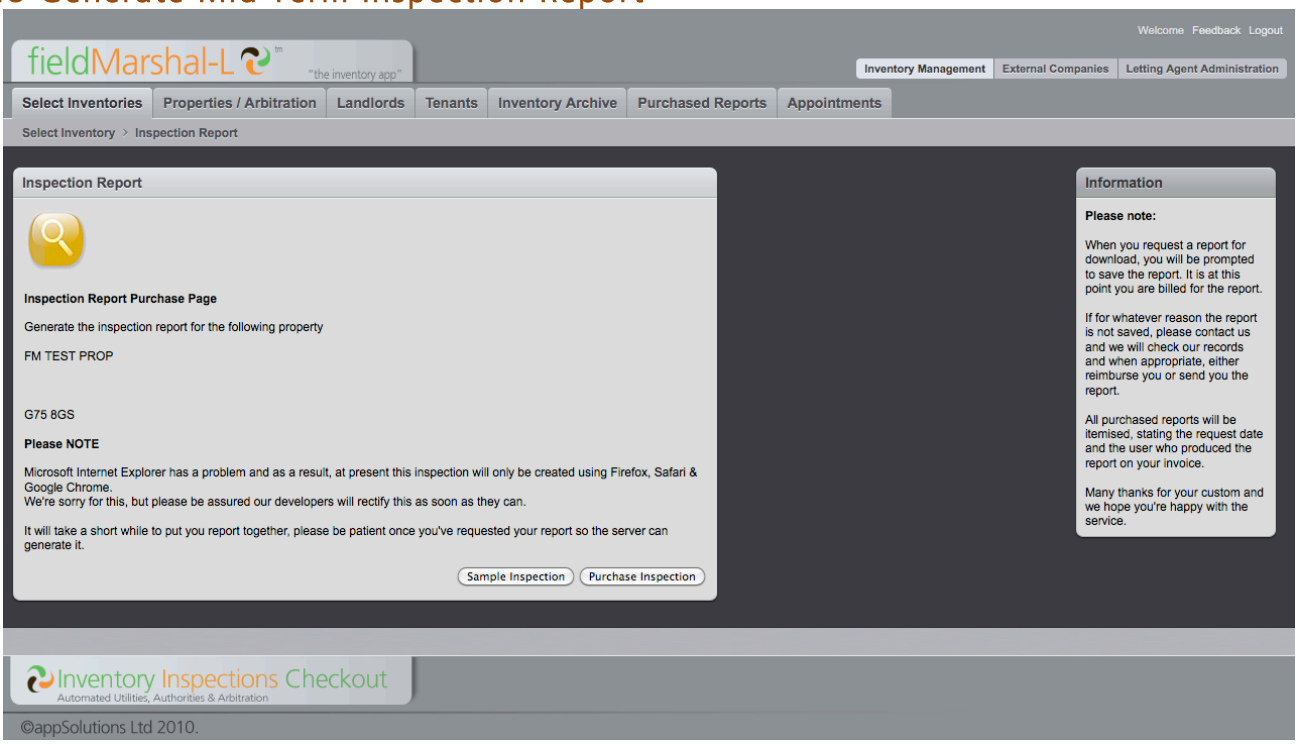
3.2.8 Generate Mid Term Inspection Report


Welcome Feedback Logout
fieldMarshal-L
"the inventory app"
Inventory Management
External Companies
Letting Agent Administration
Select Inventories
Properties / Arbitration
Landlords
Tenants
Inventory Archive
Purchased Reports
Appointments
Select Inventory > Inspection Report
Inspection Report
Inspection Report Purchase Page
Generate the inspection report for the following property
FM TEST PROP
G75 8GS
Please NOTE
Microsoft Internet Explorer has a problem and as a result, at present this inspection will only be created using Firefox, Safari & Google Chrome.
We're sorry for this, but please be assured our developers will rectify this as soon as they can.
It will take a short while to put you report together, please be patient once you've requested your report so the server can generate it.
Sample Inspection
Purchase Inspection
Information
Please note:
When you request a report for download, you will be prompted to save the report. It is at this point you are billed for the report.
If for whatever reason the report is not saved, please contact us and we will check our records and when appropriate, either reimburse you or send you the report.
All purchased reports will be itemised, stating the request date and the user who produced the report on your invoice.
Many thanks for your custom and we hope you're happy with the service.
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Part-way through a let an inspection of the property will be taken. The inspection report concentrates only on the changes from the last taken inventory.

Tip: Landlord's are busy people and only want to be informed of differences. The original inventory is an excellent guide to steer you to only note real changes.

Note: All fieldMarshal-L reports can be designed for you to you're specification, just email the support team for help:

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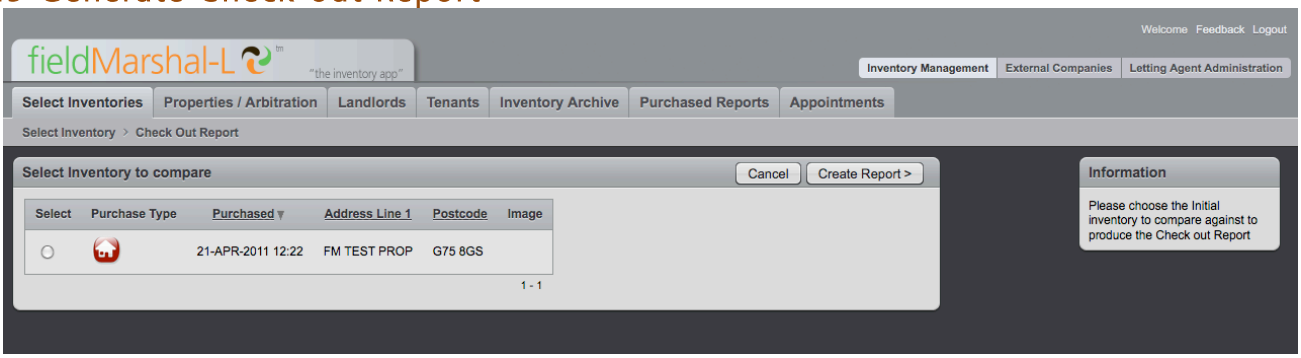
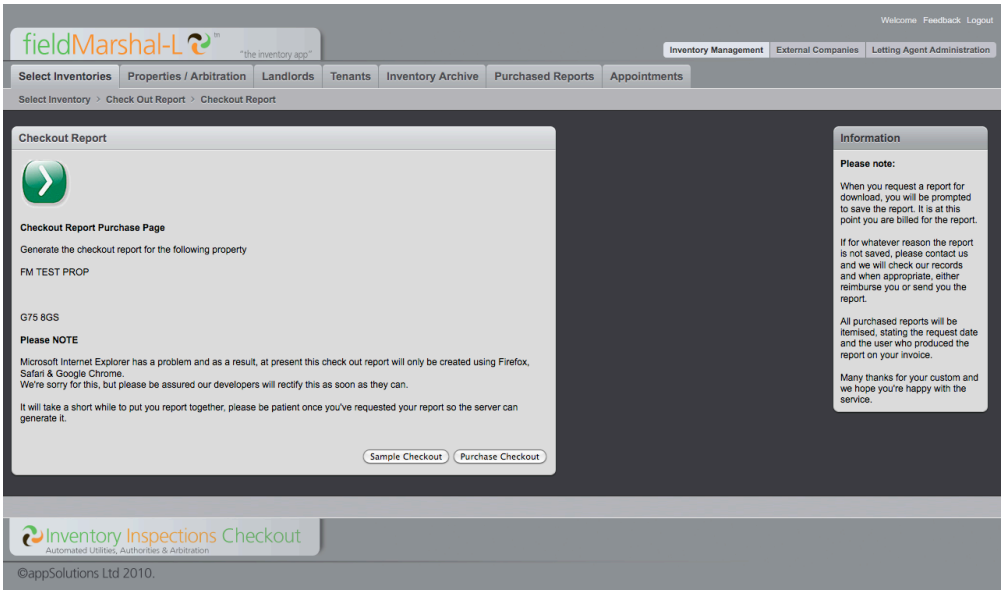
3.2.9 Generate Check-out Report



When creating your checkout report, you'll first have to let fieldMarshal-L know which report you would like to compare against. This can be any report that has previously been raised against this property.


fieldMarshal-L
Welcome Feedback Logout
Inventory Management
External Companies
Letting Agent Administration
Select Inventories
Properties / Arbitration
Landlords
Tenants
Inventory Archive
Purchased Reports
Appointments
Select Inventory > Check Out Report > Checkout Report
Checkout Report
Checkout Report Purchase Page
Generate the checkout report for the following property
FM TEST PROP
G75 8GS
Please NOTE
Microsoft Internet Explorer has a problem and as a result, at present this check out report will only be created using Firefox, Safari & Google Chrome.
We're sorry for this, but please be assured our developers will rectify this as soon as they can.
It will take a short while to put you report together, please be patient once you've requested your report so the server can generate it.
Sample Checkout
Purchase Checkout
Information
Please note:
When you request a report for download, you will be prompted to save the report. It is at this point you are billed for the report.
If for whatever reason the report is not saved, please contact us and we will check our records and when appropriate, either reimburse you or send you the report.
All purchased reports will be itemised, stating the request date and the user who produced the report on your invoice.
Many thanks for your custom and we hope you're happy with the service.
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You can now create your check out report. This will clearly show dilapidation, what's missing and indeed what's been left behind.

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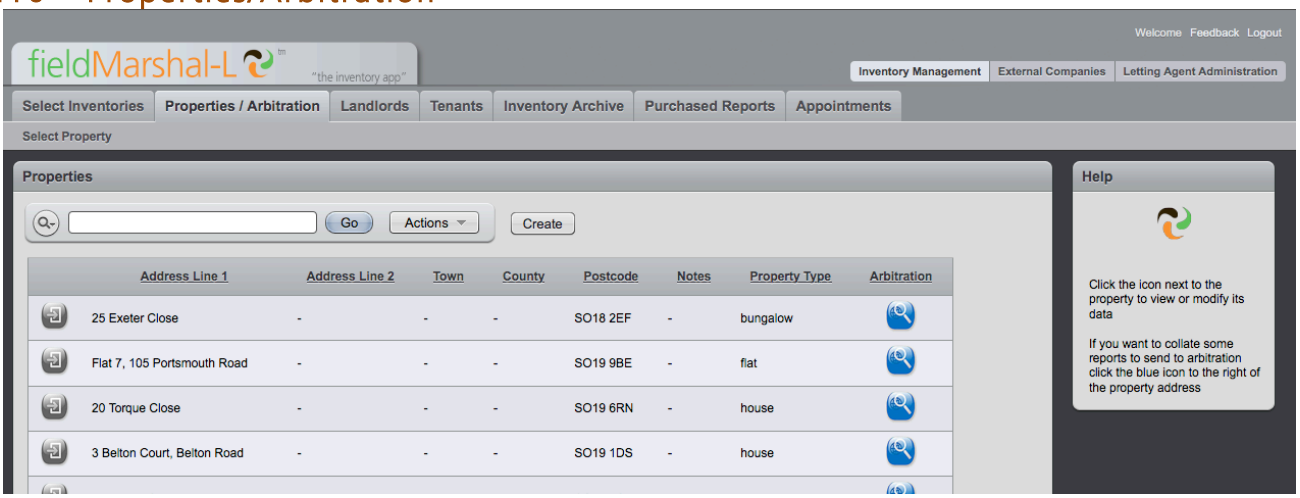
3.2.10 Properties/Arbitration



Properties can be managed directly through the Properties tab. This tab will present a summary of all the properties managed by you or your agency. From here you can either edit a property or prepare arbitration for a property.

Tip: To quickly locate a property you can just type the postcode (or even just part of it) in the search bar and press Go.

Tip: Add property notes that affect the property regardless of occupancy or tenancy e.g. Property sited next to a river. Property entrance to the left side.

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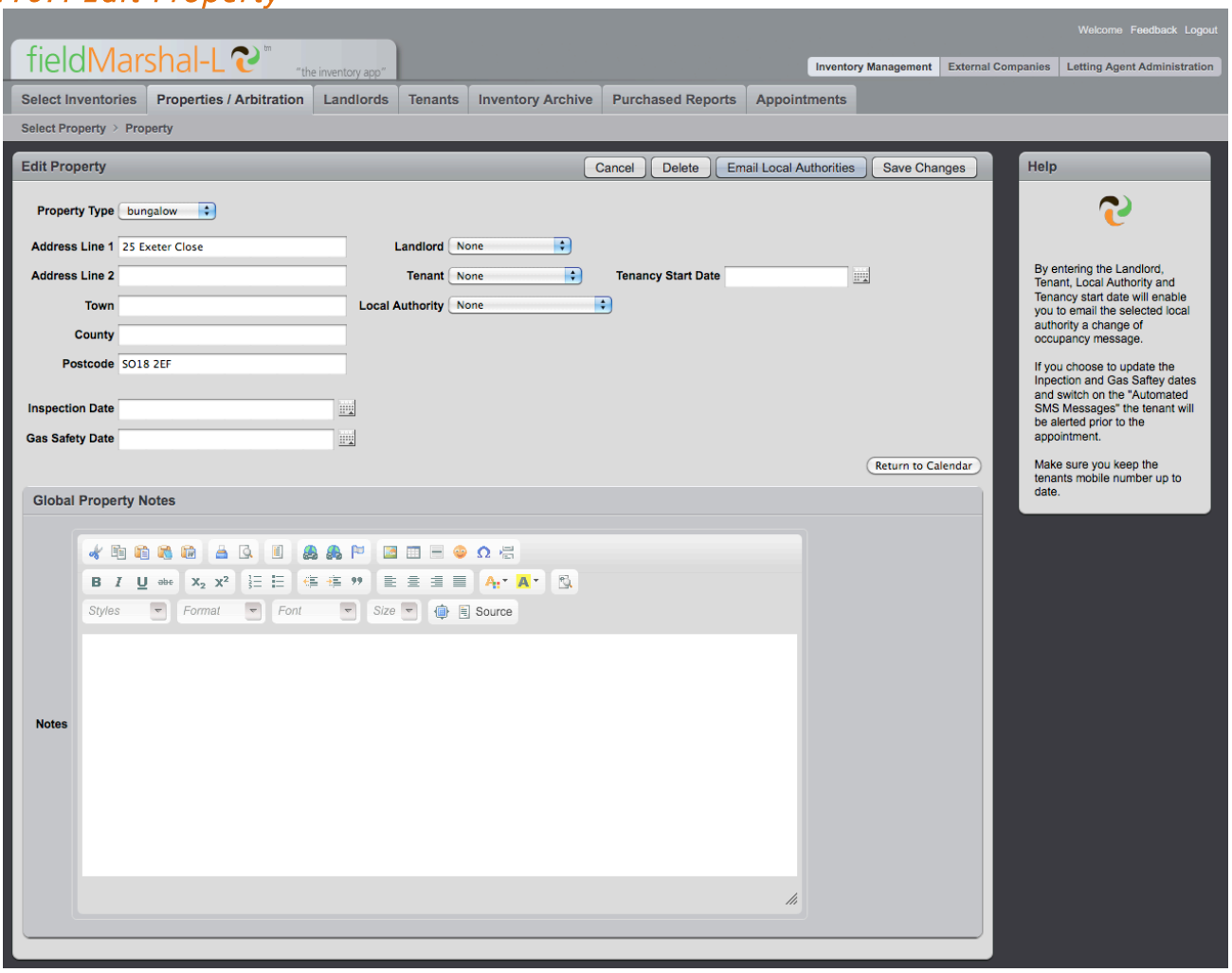
3.2.10.1 Edit Property



This screen allows you to store all the relevant data that's current for the property in question.
Amendments or corrections to the address mean that it stored once and therefore consistent.
Feel free to enter all information that would be of use to visitors to the property.
Both inspection reminders and gas safety check reminders can be entered on this screen. If desired, the tenants can be reminded via SMS messages direct to their phone.

Note: Need help getting the formatting just right, just email the support team for help:

support@fieldmarshalluk.com

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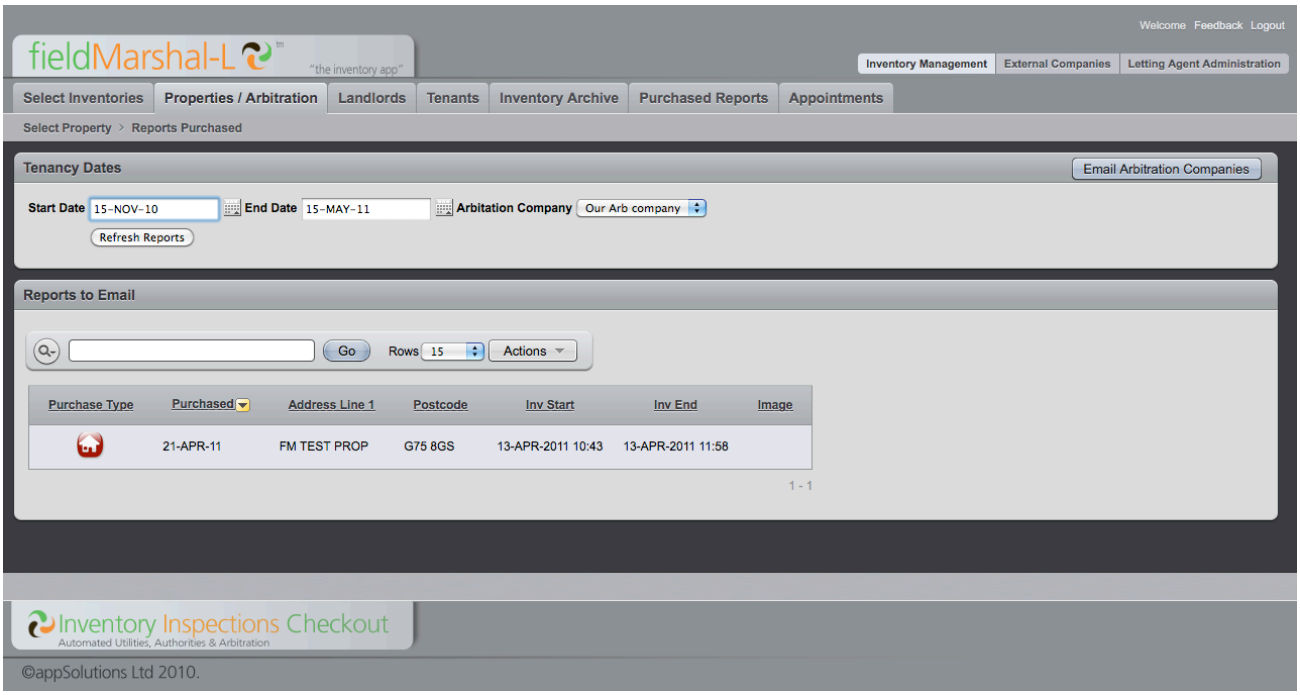
3.2.10.2 Arbitration



A property can be subjected to arbitration with regards to its condition. This screen allows you to send a bunch of relevant reports to the arbitration board, or the landlord you have set to the property.

Tip: Regular reviews of the arbitration process will give you the confidence to deal with an arbitration in a consistent accurate speedy manner. Once of the many hidden benefits for fieldMarshal-l. When you run into a dispute use the facilities!

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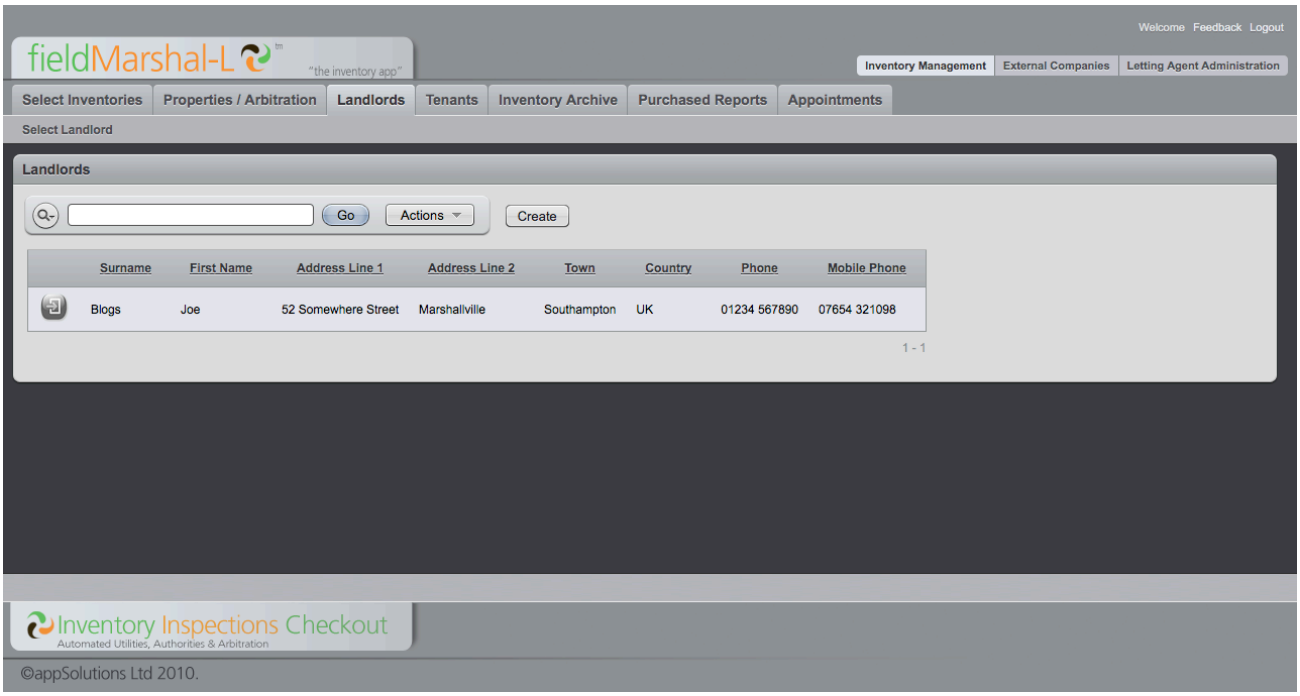
3.2.11 Landlords



Landlords are real people and therefore only need to be setup once in the system by you.

Tip: When a landlord informs you of a change in their personal details then you only need update the details here. Make a habit of doing this and you'll have clean accurate records.

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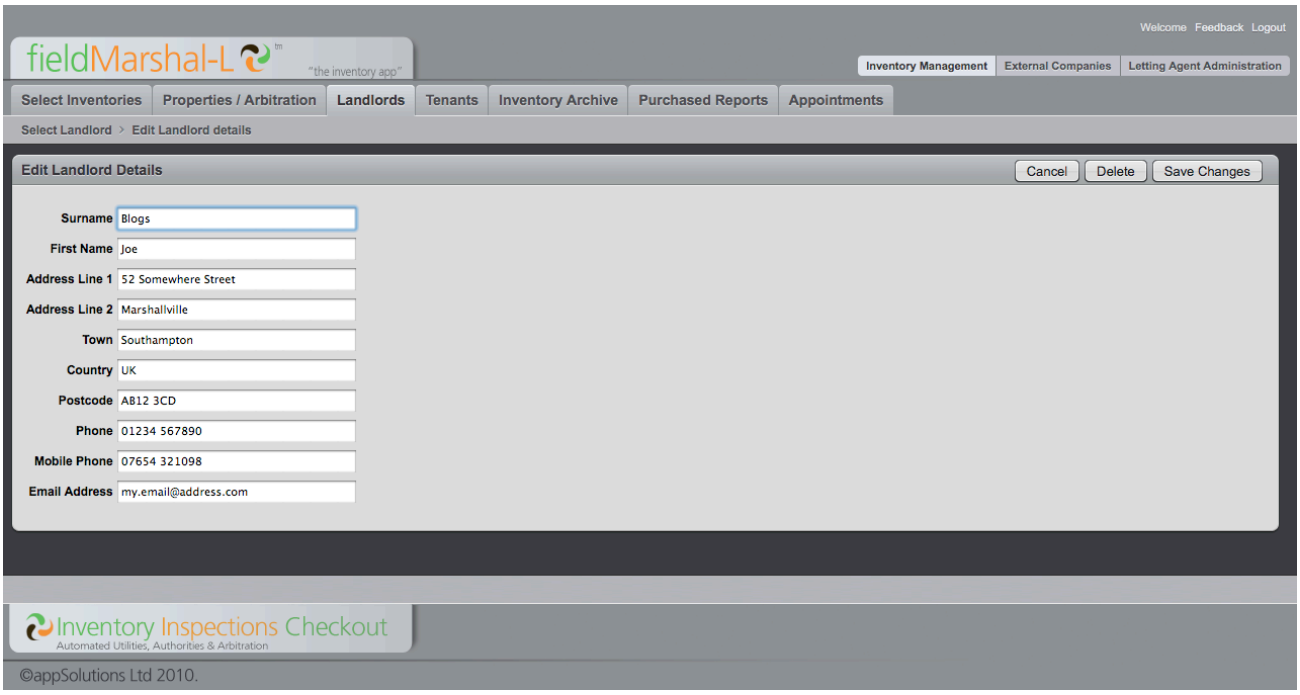
3.2.11.1 Edit Landlords



Full contact details for the Landlord can be added here.

Tip: fieldMarshal can double up as a contact organiser. No longer will a field agent struggle for a contact details. Just log on via the web and it's there – instantly.

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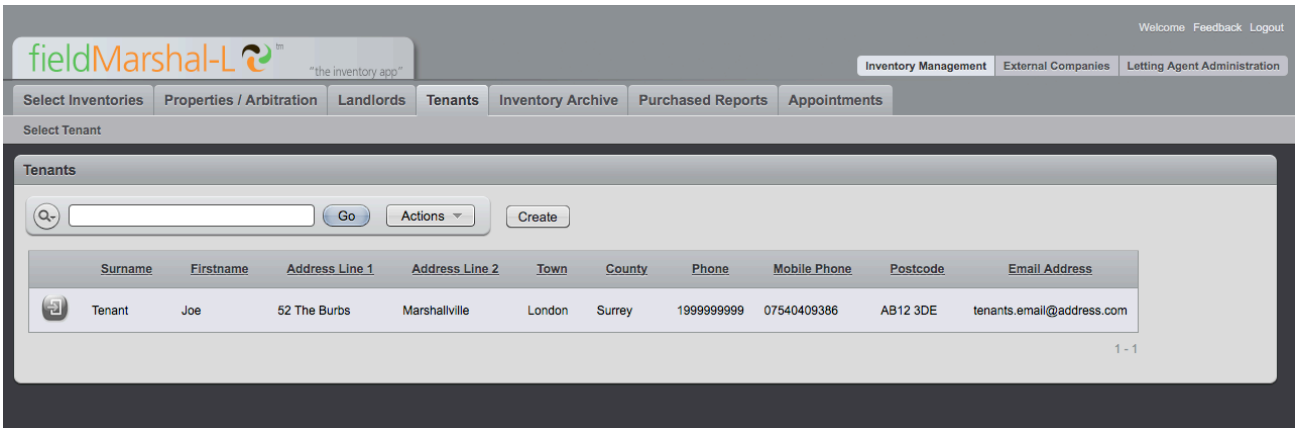
3.2.12 Tenants



As with Landlords, Tenants are real people too – honest. A single entry point again makes the maintenance of the contact details simplicity.

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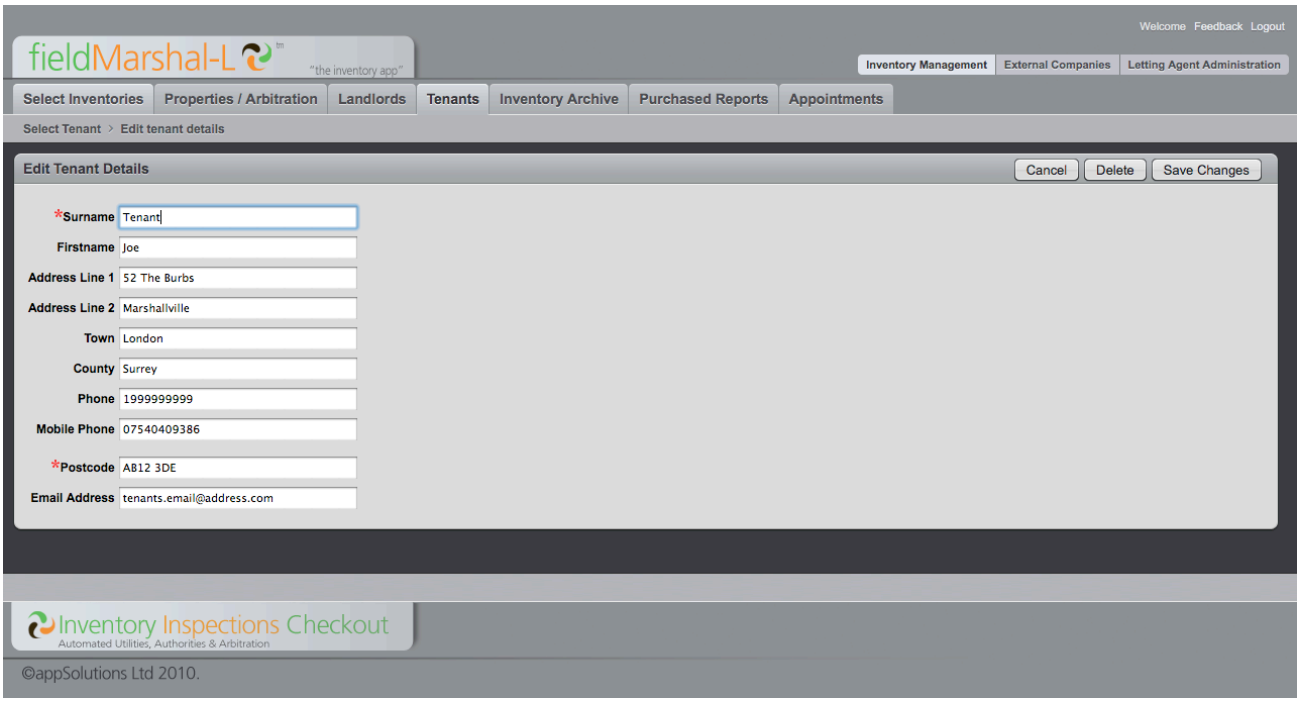
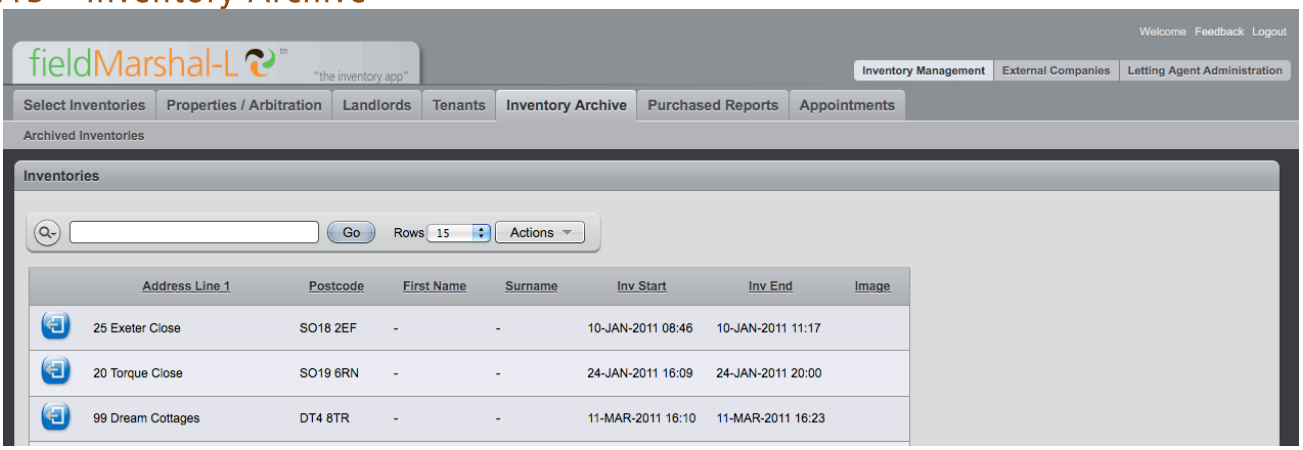
3.2.12.1 Edit Tenants



Full contact details for the Tenant can be added from this screen.

3.2.13 Inventory Archive



Inventories that have been archived are no longer current. This screen displays all the inventories that have been archived.
Inventories can be archived manually from the main screen or automatically upon an upload of fresh inventory for an existing property.

Tip: When searching for a property, remember to use the search facility. Just enter the part of the address you can remember and narrow the search.

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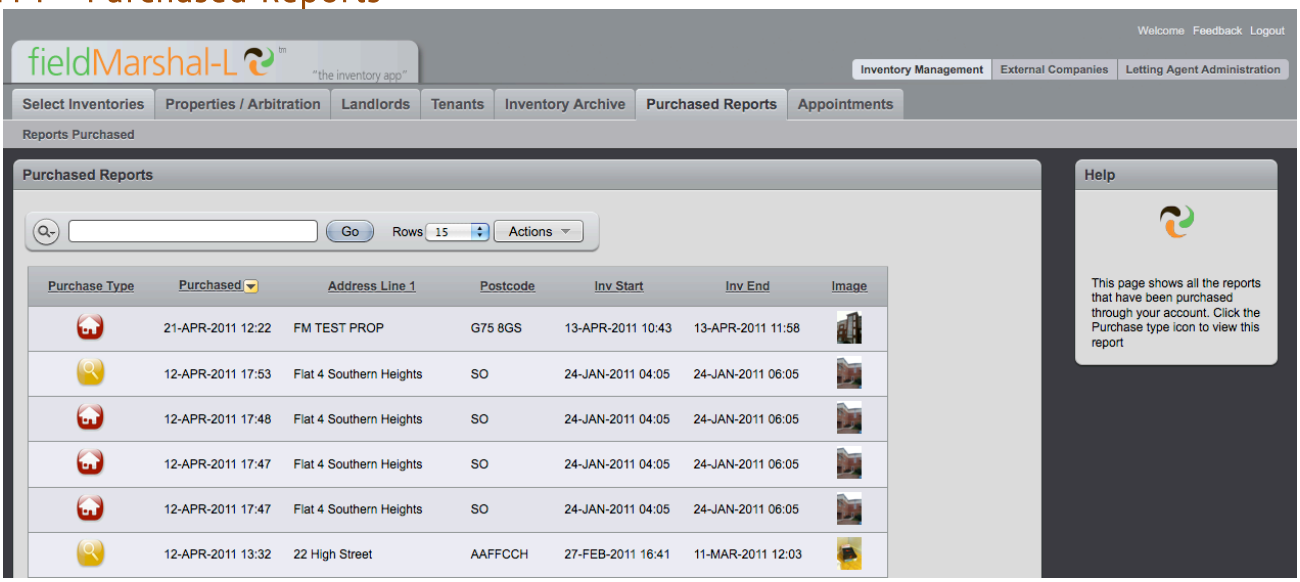
3.2.14 Purchased Reports


fieldMarshal-L
"the inventory app"
Welcome Feedback Logout
Inventory Management
External Companies
Letting Agent Administration
Select Inventories
Properties / Arbitration
Landlords
Tenants
Inventory Archive
Purchased Reports
Appointments
Reports Purchased
Purchased Reports
Go
Rows 15
Actions
Purchase Type
Purchased
Address Line 1
Postcode
Inv Start
Inv End
Image
21-APR-2011 12:22 FM TEST PROP G75 8GS 13-APR-2011 10:43 13-APR-2011 11:58
12-APR-2011 17:53 Flat 4 Southern Heights SO 24-JAN-2011 04:05 24-JAN-2011 06:05
12-APR-2011 17:48 Flat 4 Southern Heights SO 24-JAN-2011 04:05 24-JAN-2011 06:05
12-APR-2011 17:47 Flat 4 Southern Heights SO 24-JAN-2011 04:05 24-JAN-2011 06:05
12-APR-2011 17:47 Flat 4 Southern Heights SO 24-JAN-2011 04:05 24-JAN-2011 06:05
12-APR-2011 13:32 22 High Street AAFFCCH 27-FEB-2011 16:41 11-MAR-2011 12:03
Help
This page shows all the reports that have been purchased through your account. Click the Purchase type icon to view this report

It's always a good thing to keep track of your purchases and this screen allows you to do just that. Furthermore you can access you historical reports at any time with no extra costs.

Whilst fieldMarshal has a vast amount of in-built logic to prevent dual billings feel free to use fieldMarshal-L uninhibited. If you or a member of your agency does make a genuine purchasing error then under our terms of business we will happily refund or remove the erroneous charges from the account.

Tip: When a landlord calls with a query opening having the past inventories to hand immediately saves irritation. An instant filing cabinet and you don't even have to leave your chair.

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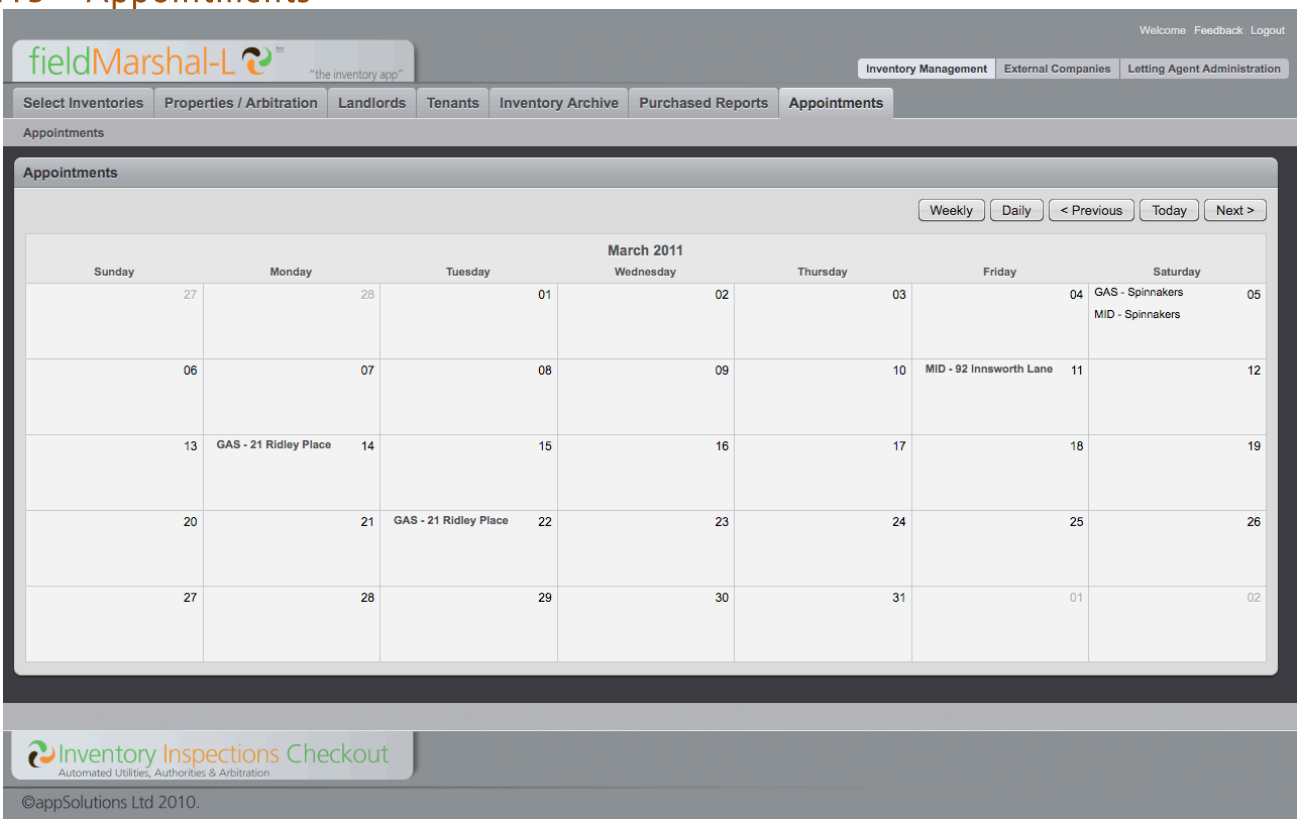
3.2.15 Appointments



This screen allows you to view the upcoming important dates for you or your agency. The various view buttons allow varying levels of granularity.

Tip: Try to keep the calendar up to date with all things relevant to the lettings process. This isn't the place to store Aunt Mable's birthday reminder.

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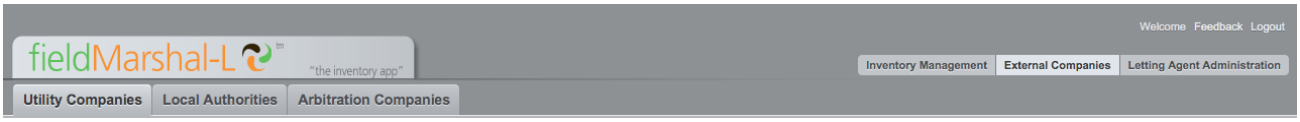
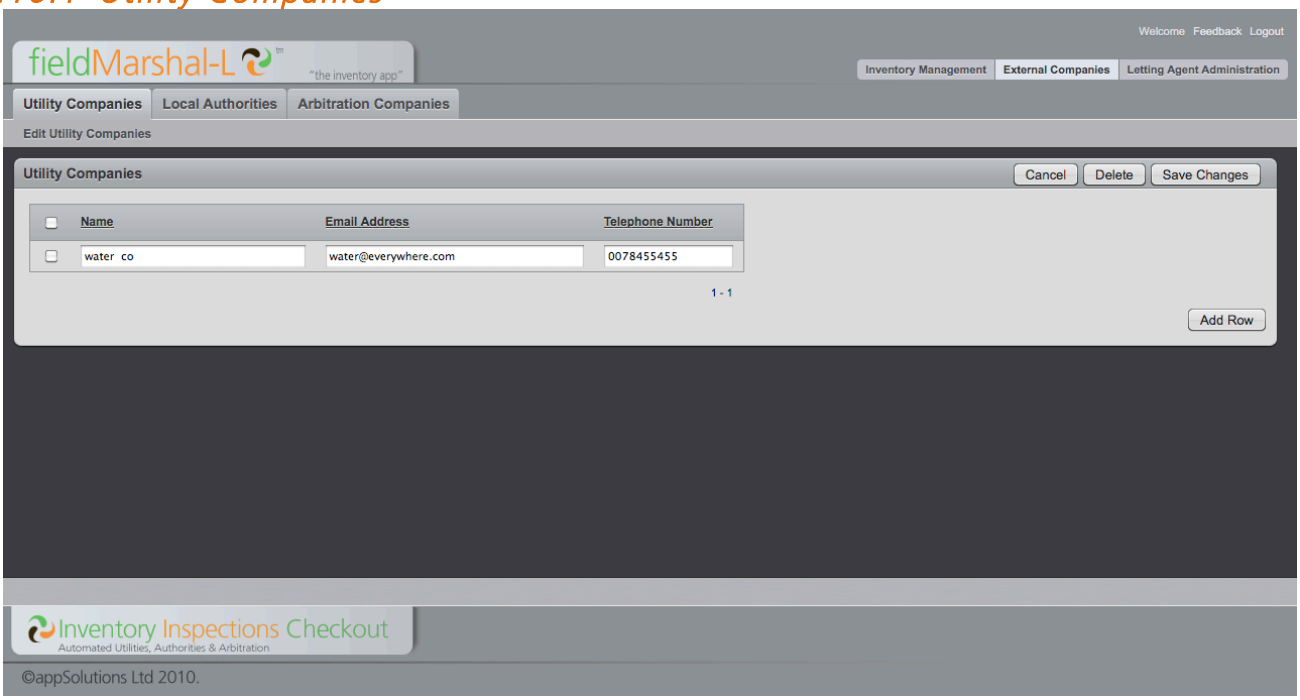
3.2.16 External Companies



This set of screens allows you to manage all the external companies for you or your agency. They are optional. fieldMarshal-L can operate perfectly well without these external companies.

3.2.16.1 Utility Companies



Use this screen to manage all the utility companies you or your agency deal with.

Most utility companies accept emailed meter readings. Providing the details are setup correctly fieldMarshal-L can email these companies with the relevant readings.

It's an optional element to fieldMarshal-L

Tip: Regularly review these contact details. Once setup they add very strong features to fieldMarshal-L.

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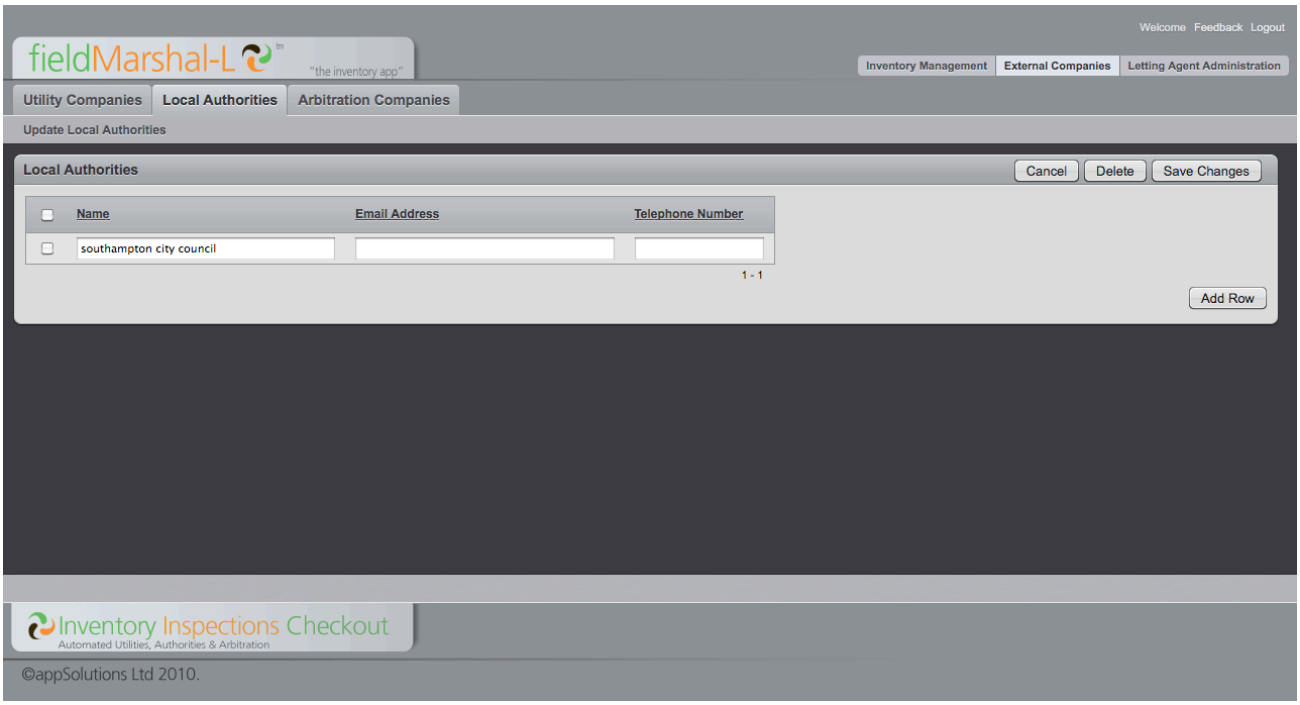
3.2.16.2 Local Authorities



Use this screen to manage all the local authorities you or your agency deals with.

fieldMarshal-L can construct and send emails to local authorities advising them of tenancy changes.

It's an optional element to fieldMarshal-L.

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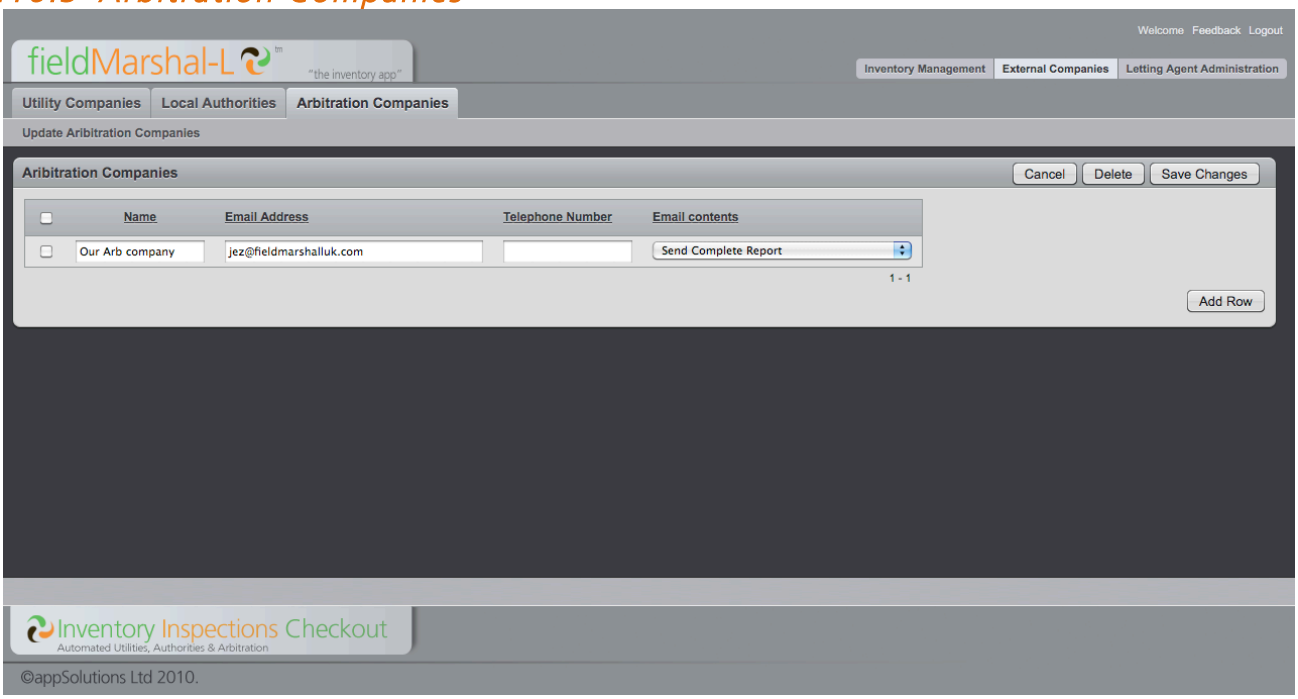
3.2.16.3 Arbitration Companies



Use this screen to manage all the arbitration companies you or your agency deal with.

fieldMarshal-L can send multiple reports to these companies in the event of a dispute between the involved parties.

It's an optional element to fieldMarshal-L.

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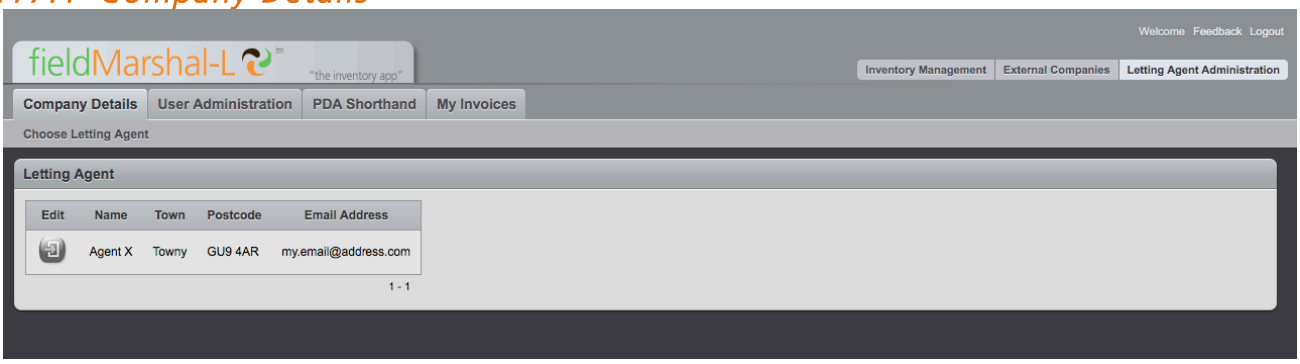
3.2.17 Letting Agent Administration

With this set of tabs you can maintain the company details, user administration, the PDA shorthand and view your Invoices.

3.2.17.1 Company Details



Click the Edit icon to update the Letting Agent details

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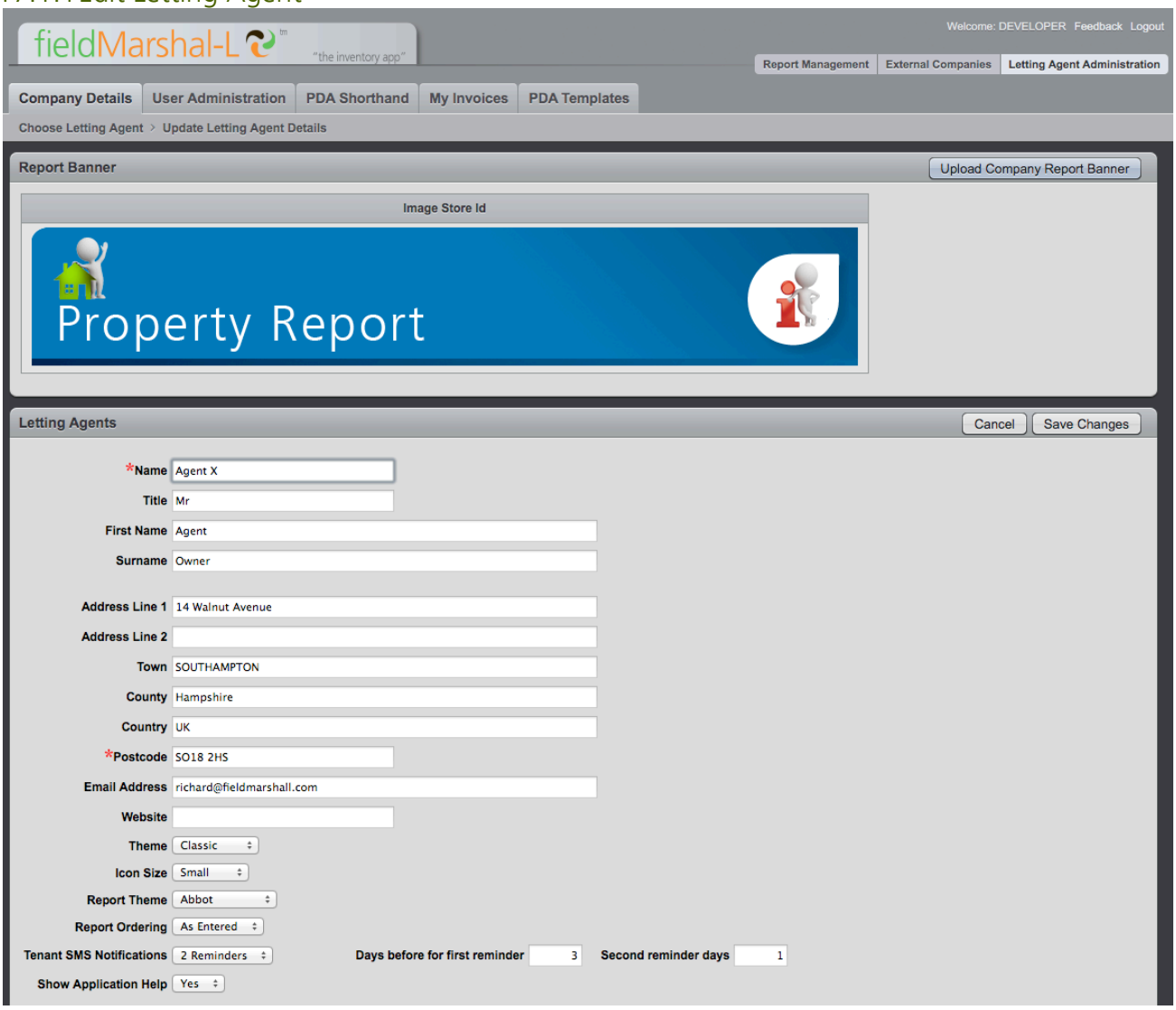
3.2.17.1.1 Edit Letting Agent



Use this screen to enter details about the letting agency or organisation you represent, change the look and feel of the web portal and even change your report branding. All the fieldmarshal-L data that is entered here is organised by letting agent. If you are a sole user this information represents you. Think of yourself as a sole agent.

Tip: If the reports generated by fieldMarshal-l are not to your liking then please contact us for details on how we can customise all reports to suit your requirements.

Note: Need help getting the formatting just right, just email the support team for help:

support@fieldmarshalluk.com

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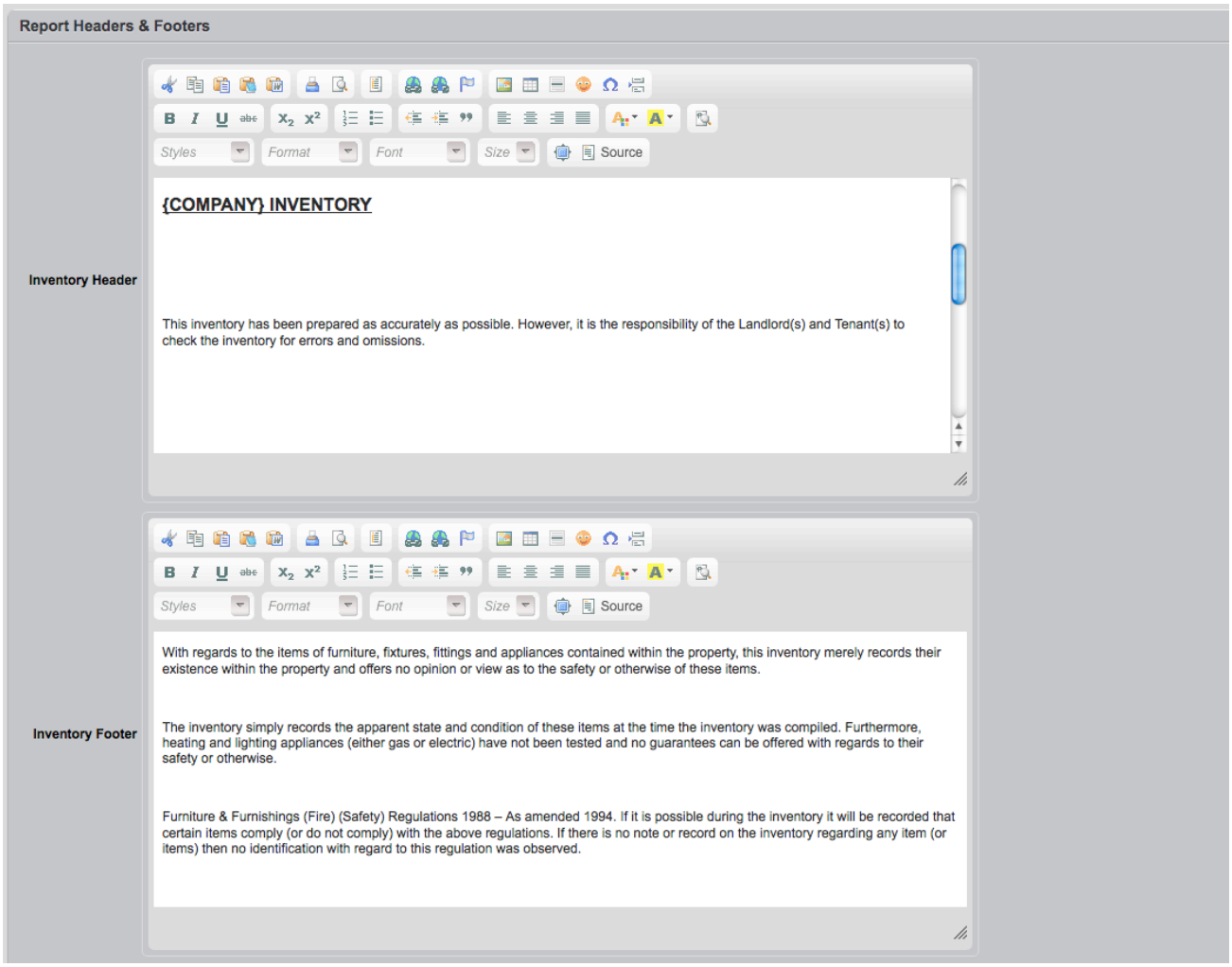
Report Headers & Footers
Inventory Header
Styles
Format
Font
Size
Source
{COMPANY} INVENTORY
This inventory has been prepared as accurately as possible. However, it is the responsibility of the Landlord(s) and Tenant(s) to check the inventory for errors and omissions.
Inventory Footer
Styles
Format
Font
Size
Source
With regards to the items of furniture, fixtures, fittings and appliances contained within the property, this inventory merely records their existence within the property and offers no opinion or view as to the safety or otherwise of these items.
The inventory simply records the apparent state and condition of these items at the time the inventory was compiled. Furthermore, heating and lighting appliances (either gas or electric) have not been tested and no guarantees can be offered with regards to their safety or otherwise.
Furniture & Furnishings (Fire) (Safety) Regulations 1988 – As amended 1994. If it is possible during the inventory it will be recorded that certain items comply (or do not comply) with the above regulations. If there is no note or record on the inventory regarding any item (or items) then no identification with regard to this regulation was observed.

This section of the screen is used to add custom headers and footers that will appear on all reports. Using this screen you can make the output from fieldMarshal-L personal to your own agency.

Tip: It's not just text that can be typed here. Try pasting some graphics & logos.

Note: Need help getting the formatting just right, just email the support team for help:

support@fieldmarshalluk.com

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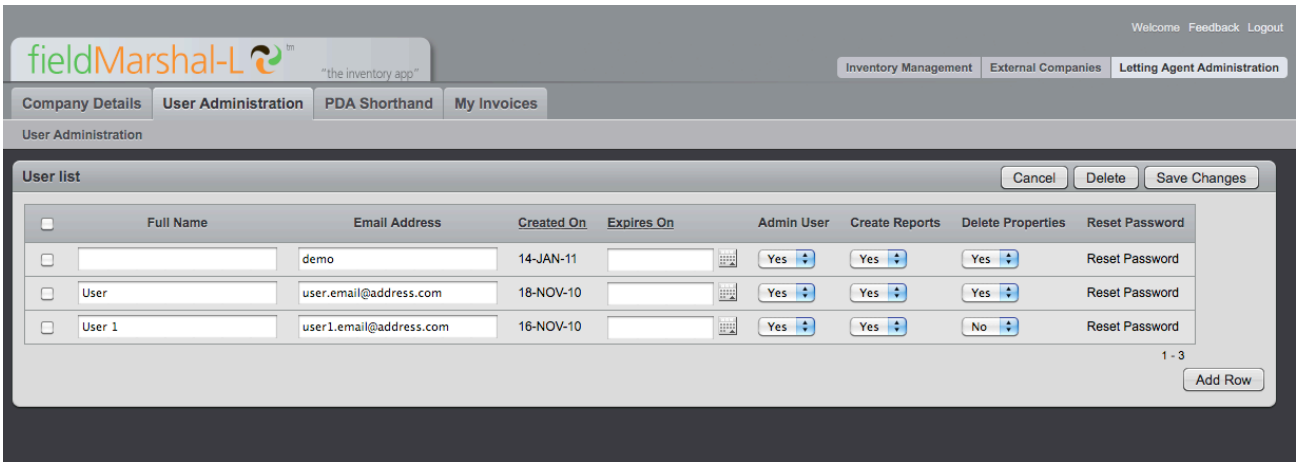
3.2.17.2 User Administration



If you work for a letting agency then this screen allows you to manage all the users of the system. From here you can add, delete or amend details for specific users.

From here you can reset a password for a user that is convinced he has not forgotten it!
Also simple authority levels can be created from here.

Admin users can maintain users (always the first user created when registering has this ability).
The other two authority levels are self explanatory. fieldMarshal-l suggests that most users should not be able to delete properties.

Once a property is deleted all relevant reports are removed also. Use this feature sparingly.

Tip: Regularly review these users. Make sure that any staff that have left are removed immediately. Always encourage users to create and maintain their own password. Security is everyone's business.

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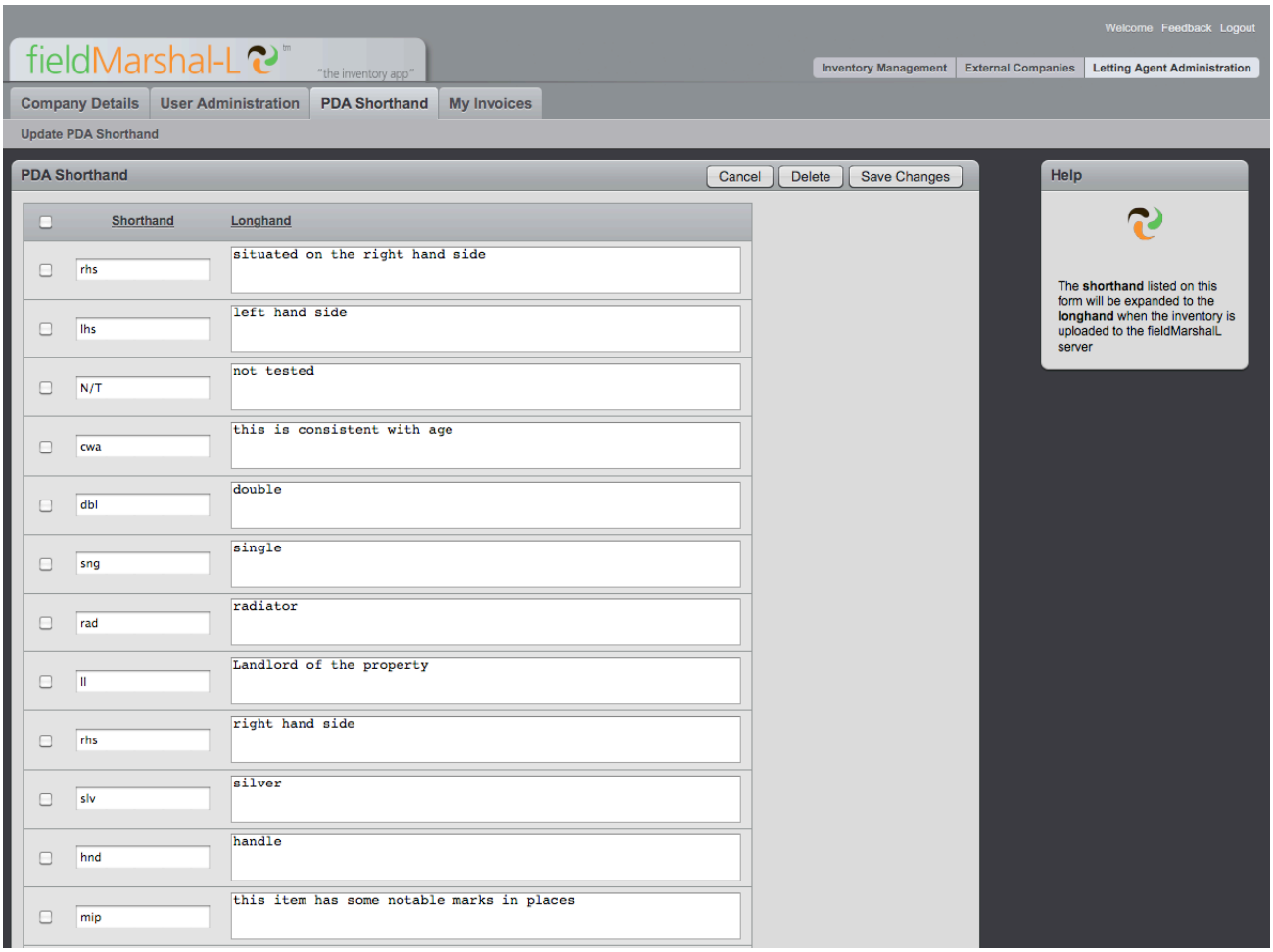
3.2.17.3 PDA Shorthand



A real pioneering piece of functionality is the fieldMarshal-l shorthand. When capturing the inventory via the PDA it's often too time consuming to type full descriptions.

For example your agency may agree that *rhs* translates to right hand side. Simply add this to the shorthand screen and when an inventory report it generated it converts all the short hand automatically and don't worry where possible fieldMarhshal-l is intelligent enough to detect when shorthand is shorthand and not just part of a word.

Tip: This area of functionality really is where the savings are. Remember the shorthand is private just for you and your agency. It never appears on any reports.

Example OF4 – Off road parking for four vehicles.

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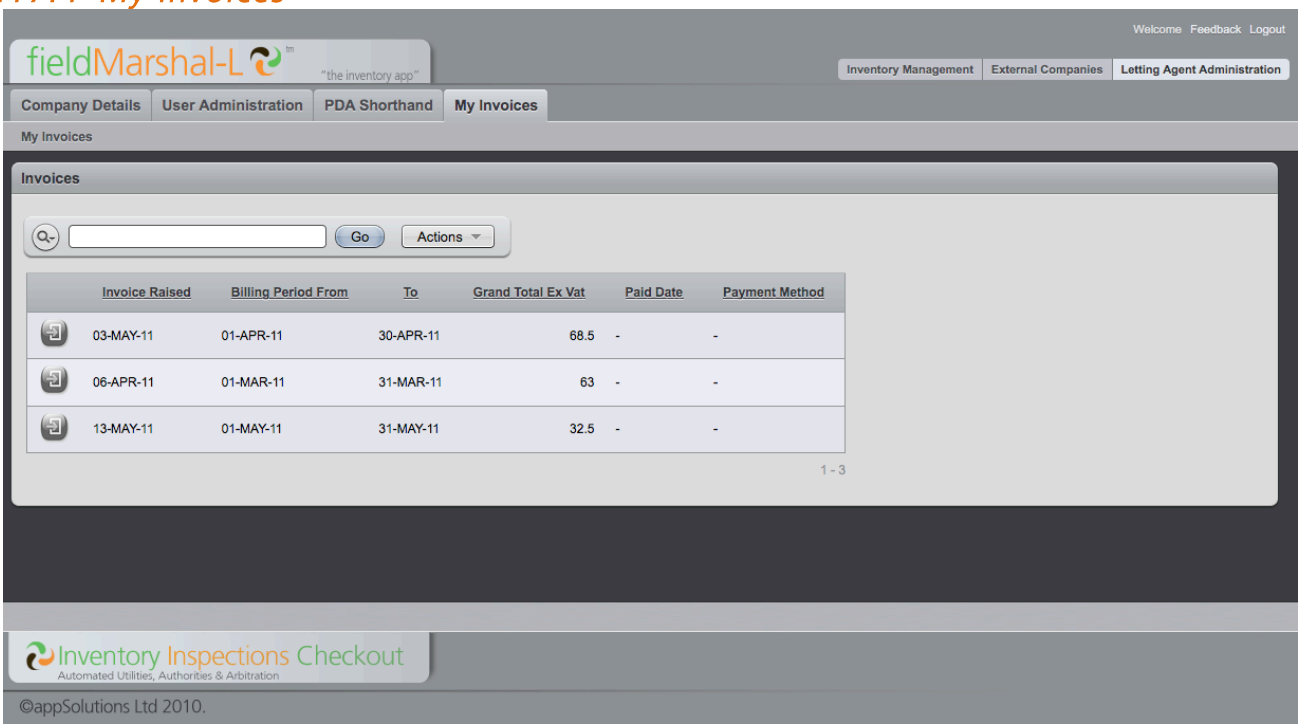
3.2.17.4 My Invoices



The painful part. This screen allows you to review all your invoices in once place. Historical invoices can be reviewed at any time.

By selecting the edit icon a full invoice is presented in Adobe PDF format. This invoice has all the details of purchases in chronological order. There is a clear charge for VAT along with our contact details and payment methods.

Tip: If you have any questions regarding your bill then please contact us. We are always happy to help and we believe the fair usage policy works both ways.

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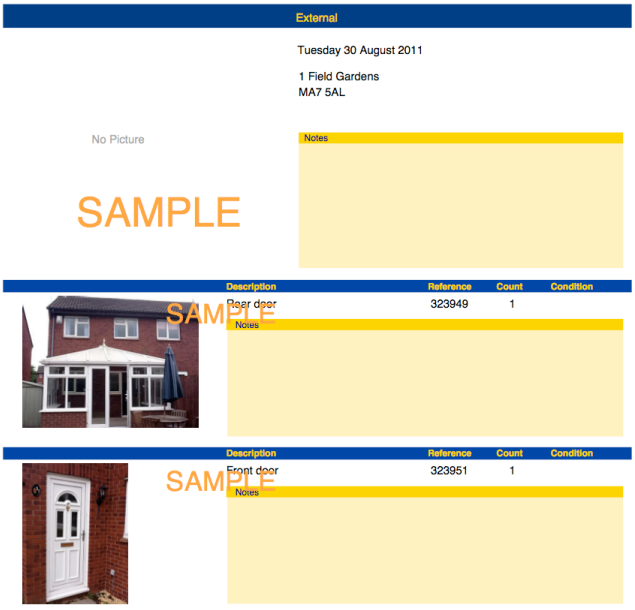
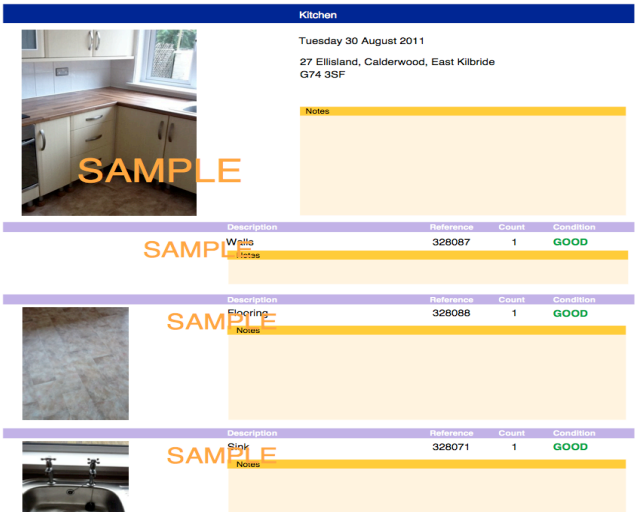
3.3 Report Themes

We provide some "out of the box" report themes that may work for you. If they don't, please don't worry, contact the support team and they'll create your very own theme.

3.3.1 Blue Woods



3.3.2 Hedges



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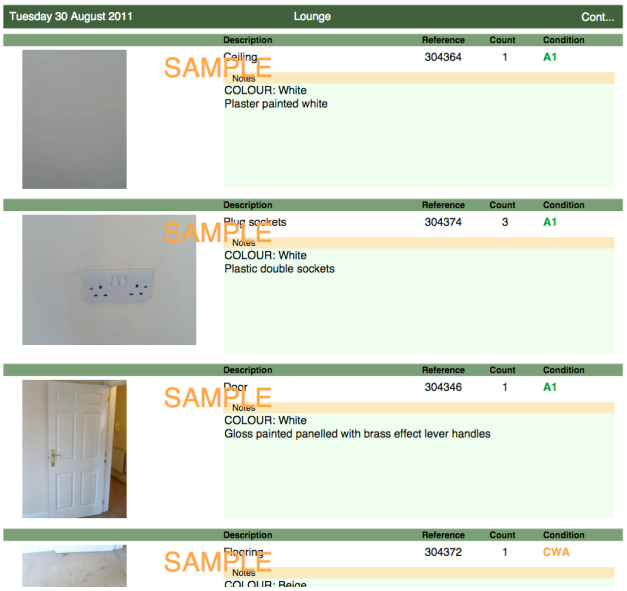
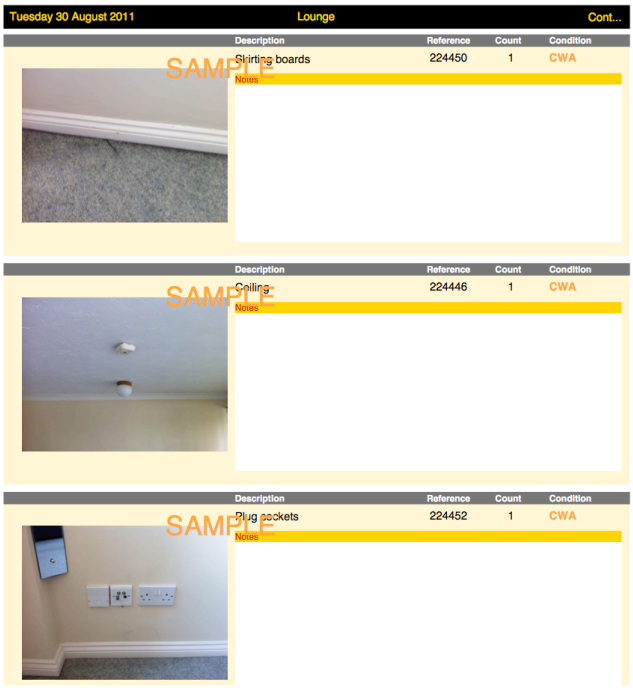
3.3.3 Jos



3.3.4 Avenues



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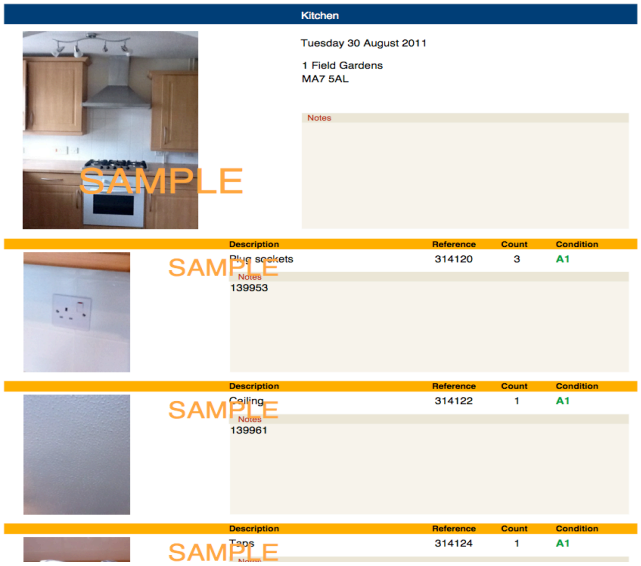
3.3.5 Harveys

3.3.6 Empy States



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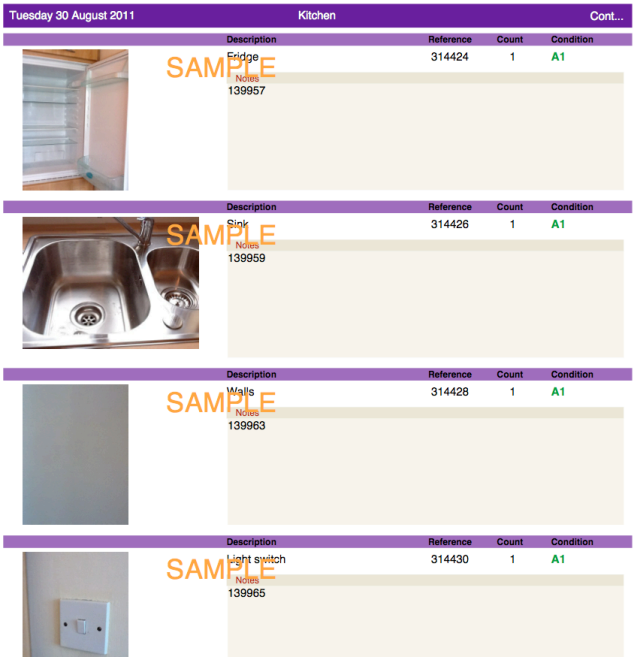
3.3.7 Rangers



3.3.8 Clerk Hills

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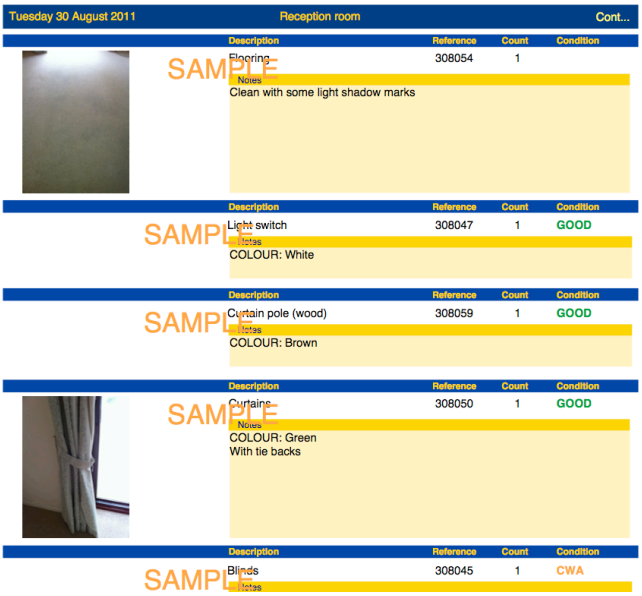
3.3.9 Abbots



3.3.10 Gallent Rich

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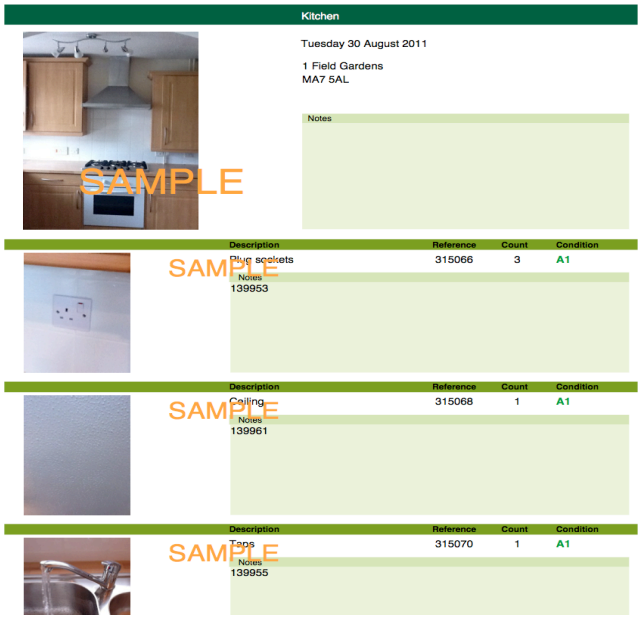
3.3.11 Mid Summer

3.3.12 Green Woods



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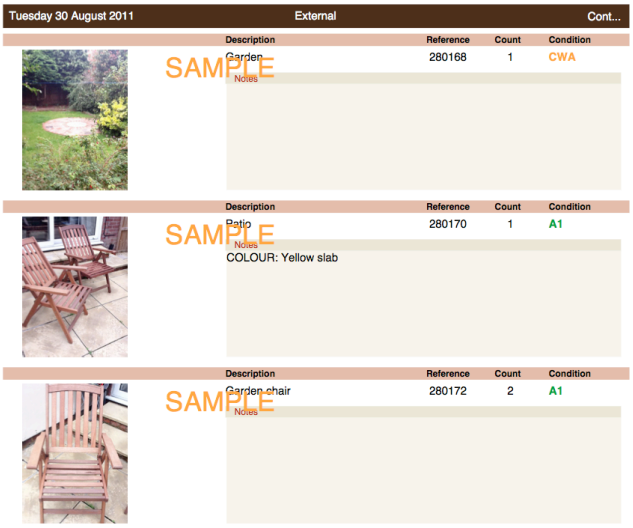
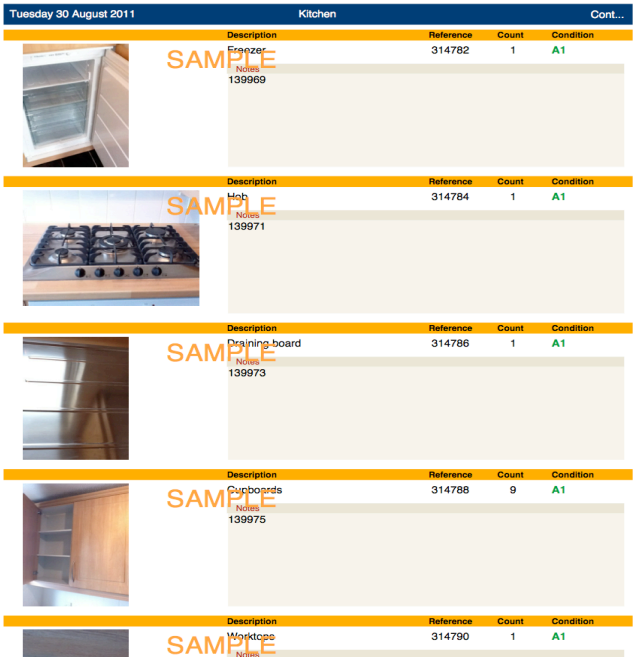
3.3.13 Brown



3.3.14 Brian



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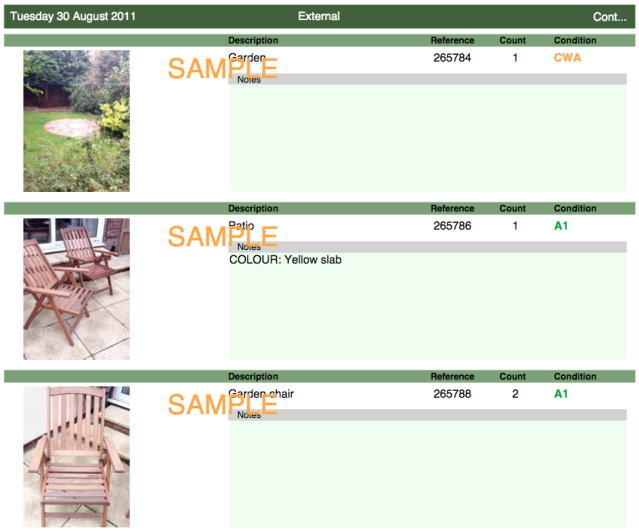
3.3.15 Titus



3.3.16 Beels

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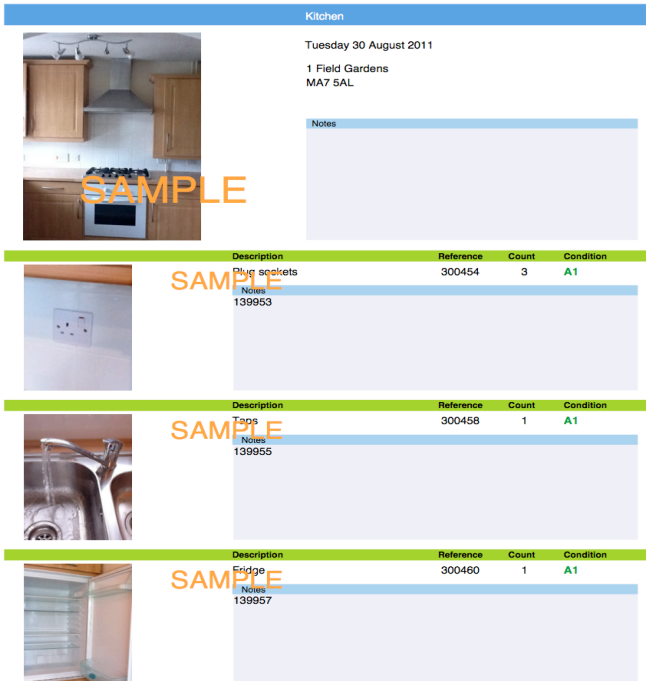
3.3.17 I Will Move

3.3.18 Waters



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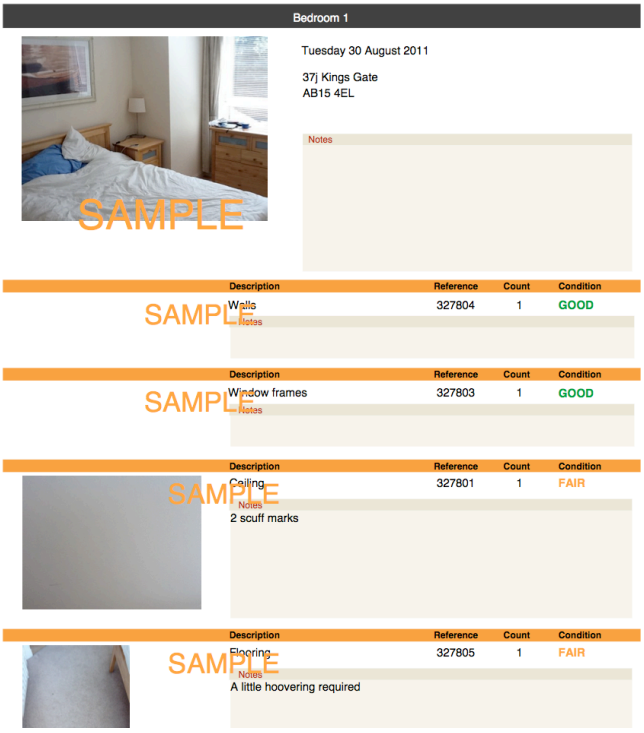
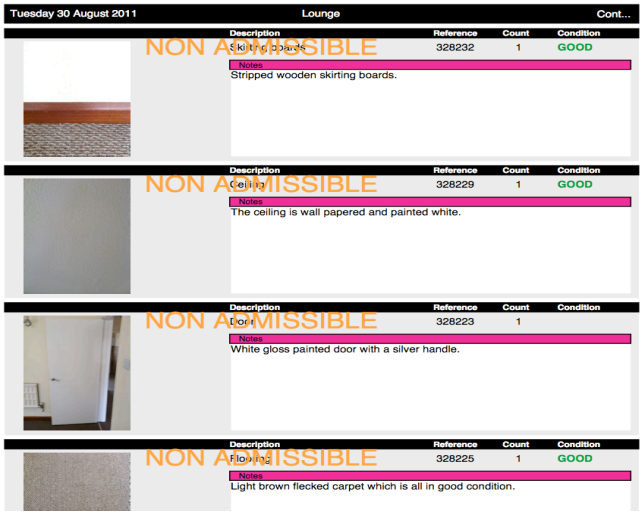
3.3.19 Apelle



3.3.20 Moveabout



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